



HEREFORD & WORCESTER Fire and Rescue Authority

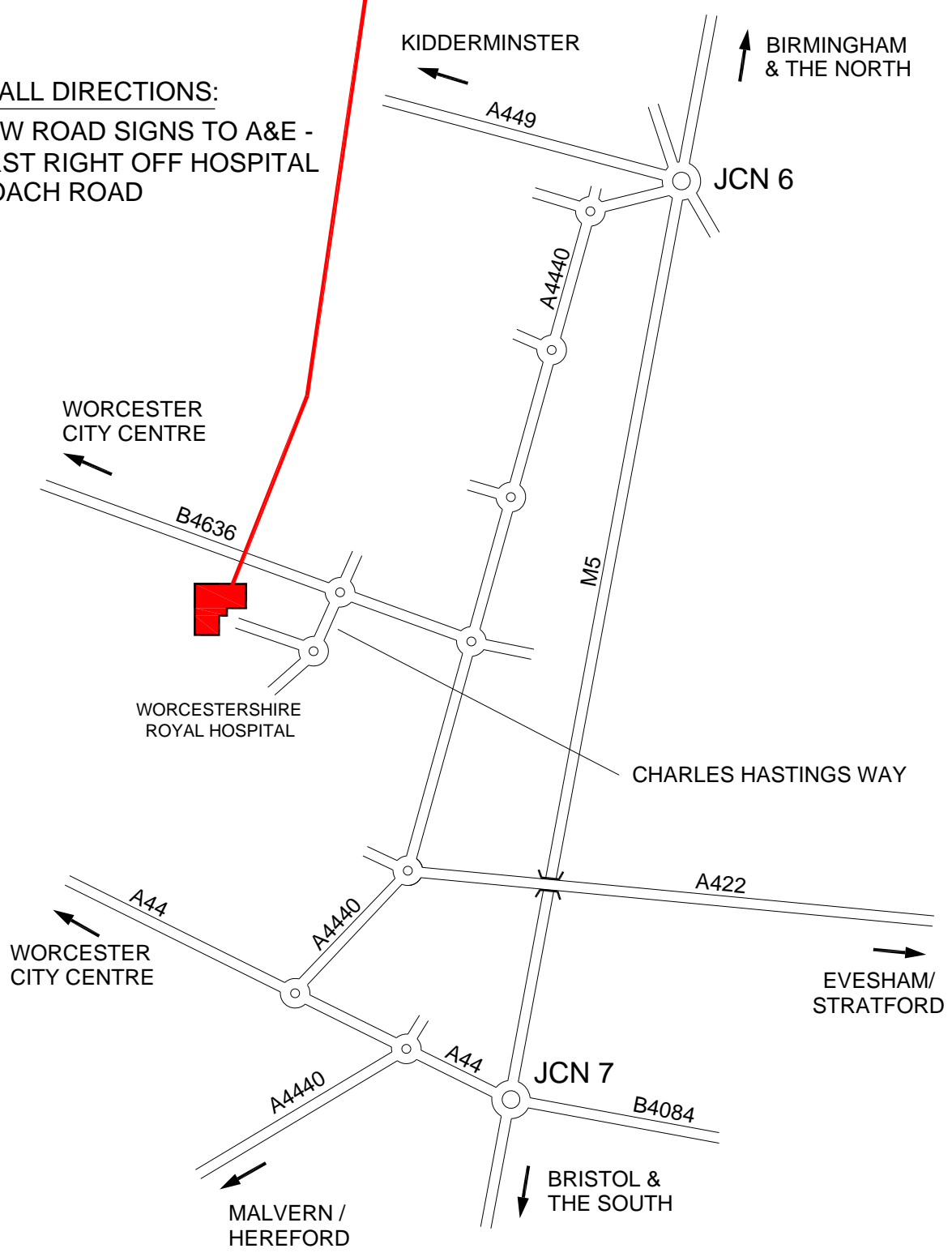
AGENDA

10.30 am Wednesday 22 June 2011

Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester
WR5 1JR

HEREFORD & WORCESTER FIRE AND RESCUE SERVICE
HEADQUARTERS
2 KINGS COURT
CHARLES HASTINGS WAY
WORCESTER. WR5 1JR
TEL: 0845 12 24454

FROM ALL DIRECTIONS:
FOLLOW ROAD SIGNS TO A&E -
HQ FIRST RIGHT OFF HOSPITAL
APPROACH ROAD



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Hereford & Worcester Fire and Rescue Service 100029587 2005

ACTION ON DISCOVERING A FIRE

- 1 Break the glass at the nearest **FIRE ALARM POINT**.
(This will alert Control and other Personnel)
- 2 Tackle the fire with the appliances available – **IF SAFE TO DO SO**.
- 3 Proceed to the Assembly Point for a Roll Call –

CAR PARK OF THE OPTIMUM BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 4 Never re-enter the building – **GET OUT STAY OUT**.

ACTION ON HEARING THE ALARM

- 1 Proceed immediately to the Assembly Point

CAR PARK OF THE OPTIMUM BUILDING ADJACENT TO THE CYCLE SHED TO THE LEFT OF THE ENTRANCE BARRIER TO 2 KINGS COURT.

- 2 Close all doors en route. The senior person present will ensure all personnel have left the room.
- 3 Never re-enter the building – **GET OUT STAY OUT**.

GUIDANCE NOTES FOR VISITORS

Security

Upon arrival, visitors are requested to proceed to the barrier and speak to the reception staff via the intercom. There are parking spaces allocated for visitors around the front of the building, clearly marked. Upon entering the building, you will then be welcomed and given any further instructions. In particular it is important that you sign in upon arrival and sign out upon departure. Please speak to a member of the reception staff on arrival who will direct you to the appropriate meeting room.

Wheelchair access

The meeting room is accessible for visitors in wheelchairs.

Alternative formats

For information regarding requests for papers in alternative formats, please contact Committee Services on 0845 12 244554 or by email at committeeservices@hwfire.org.uk

Smoking is not permitted.

First Aid -please ask at reception to contact a trained First Aider.

Toilets – please ask at reception.

ACCESS TO INFORMATION – YOUR RIGHTS

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Your main rights are set out below:

- Automatic right to attend all Authority and Committee meetings unless the business if transacted would disclose “confidential information” or “exempt information”.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Authority and Committees (or summaries of business undertaken in private) for up to six years following the meeting.
- Automatic right to inspect background papers used in the preparation of public reports.
- Access, on request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral divisions of members of the Authority with details of membership of Committees.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending the meetings of the Authority and Committees.

If you have any queries regarding this agenda or any of the decisions taken or wish to exercise any of these rights of access to information please contact Committee Services on 0845 12 244554 or by email at committeeservices@hwfire.org.uk.

WELCOME AND GUIDE TO TODAY’S MEETING

These notes are written to assist you to follow the meeting. Decisions at the meeting will be taken by the **Councillors** who are democratically elected representatives and they will be advised by **Officers** who are paid professionals. The Fire and Rescue Authority comprises 25 Councillors and appoints committees to undertake various functions on behalf of the Authority. There are 19 Worcestershire County Councillors on the Authority and 6 Herefordshire Council Councillors.

Agenda Papers

Attached is the Agenda which is a summary of the issues to be discussed and the related reports by Officers.

Chairman

The Chairman, who is responsible for the proper conduct of the meeting, sits at the head of the table.

Officers

Accompanying the Chairman is the Chief Fire Officer and other Officers of the Fire and Rescue Authority who will advise on legal and procedural matters and record the proceedings. These include the Clerk and the Treasurer to the Authority.

The Business

The Chairman will conduct the business of the meeting. The items listed on the agenda will be discussed.

Decisions

At the end of the discussion on each item the Chairman will put any amendments or motions to the meeting and then ask the Councillors to vote. The Officers do not have a vote.

Agenda

Members

Herefordshire:

Brigadier P Jones CBE (Chair), Mr. D Greenow, Mrs. M Lloyd-Hayes, Mr. R I Matthews, Mr. D C Taylor, Mr. P J Watts.

Worcestershire:

Mr. T J Bean, Mr. R Bullock, Mrs. M Bunker, Mr. J Campion, Mr. J Cairns, Mrs. L Duffy, Mrs. L Eyre, Mr. A I Hardman, Mrs. L Hodgson, Mrs. G Hopkins, Mrs. F Oborski, Mrs. J Potter, Mr. D W Prodger MBE, Mr. C T Smith, Mr. T Spencer, Mr. K Taylor, Mr. J Thomas, Mr. R M Udall and Mr. G C Yarranton.

No.	Item	Pages
1.	Apologies for Absence To receive any apologies for absence.	
2.	Declaration of Interests (if any) The Members' Code of Conduct requires Councillors to declare any interests against an Agenda item, the nature of an interest and whether the interest is personal or prejudicial. If a Councillor has a personal interest, they must declare it but can stay, take part and vote in the meeting. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room for the duration of the item. This item allows the Chairman to invite any Councillor to declare an interest in any of the items on this Agenda.	
3.	Chairman's Announcements	
4.	Election of Chairman To elect a Chairman of the Fire and Rescue Authority.	
5.	Election of Vice-Chairman To elect a Vice-Chairman of the Fire and Rescue Authority.	
6.	Confirmation of Minutes To confirm the minutes of the meeting of the Fire and Rescue Authority held on 16 February 2011 (copy attached).	1 - 7
7.	Questions from Members of the Public To receive questions previously submitted by members of the public more than five clear working days before the meeting of the Authority.	

No.	Item	Pages
8.	Allocation of Seats to Political Groups, Appointments to Committees and Minor Amendments to Terms of Reference	
	1. To consider the allocation of seats on Committees to political groups and to authorise the Clerk, following consultation with Group Leaders, to make appointments to Committees and other bodies.	8 - 14
	2. To consider minor amendments to Committee Terms of Reference.	
9.	Members' Allowances Scheme	
	To consider the level of Members' Allowances in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations).	15 - 17
10.	The Chief Fire Officer's Service Report	
	To inform The Authority of recent key developments and activities together with performance information for the period 1 January 2011 to 31 March 2011.	18 - 25
11.	Provisional Financial Results 2010/11	
	To brief the Authority on financial results for the year ended 31 March 2011.	26 - 32
12.	The Authority's Annual Plan 2011/12	
	To adopt the Authority Plan 2011/12 and approve for publication.	33 - 56
13.	Annual Report from the Standards Committee to the Fire and Rescue Authority	
	To inform the Authority of the proceedings of the Standards Committee since the last AGM of the Authority.	57 - 59
14.	Report from the Policy and Resources Committee	
	To inform the Authority of the proceedings of the Committee Meetings held on 24 March and 8 June 2011.	60 - 62
15.	Report from the Audit Committee	
	To inform the Authority of the proceedings of the Committee Meeting held on 21 April 2011.	63 - 64
	Glossary	65 - 68



Minutes

Members present:

Brigadier P Jones CBE (Chair),
Mrs. P Andrews, Mr. T Bean, Mrs. M Bunker, Mr. J Champion, Mr. J Cairns,
Mr. S Clee (Vice Chair), Mrs. L Duffy, Mrs. L Eyre, Mr. J Goodwin, Mr. A
Hardman, Mrs. L Hodgson, Mrs. G Hopkins, Mrs. F Oborski, Mrs. J Potter, Mr. D
Prodger MBE, Mr. C Smith, Mr. T Spencer Mr. D Taylor, Mr. K Taylor, Mr. J
Thomas, Mr. R Udall, Mr. P Watts and Mr. G Yarranton.

No. Item

1. Apologies for Absence

The meeting noted the apology from Mr. D Greenow.

2. Declaration of Interests (if any)

The Chairman invited any Member or Officer to declare an interest in any of the items on this Agenda. The Clerk, Mrs. Anne Brown, and the Treasurer, Mr. Tony Wood, declared a personal and prejudicial interest in item 7 - **Review of the Roles of the Treasurer and the Clerk/Monitoring Officer.**

3. Chairman's Announcements

3.1 Staff Suggestion Scheme Awards

The Chairman told the meeting that the Service operated a Staff Suggestion Scheme and presented certificates from the Scheme to Nigel Allbutt, and Julia Moore. He said that Certificates would also be presented to Stuart Crebbin and Katherine Baer, who were unable to attend. Mr. Allbutt was also presented with a cheque for £50 for his idea for Improved Scene Lighting for the High Volume Pump Unit.

3.2 Herefordshire Council Elections

The Chairman told the meeting that elections to Herefordshire Council were scheduled for 5 May 2011 and that following the election the Council would nominate 6 Members to this Authority. The meeting noted that Mr. John Goodwin would not be standing for election and thanked him for all the service he had given to the Authority since his appointment in 2000.

3.3 Members' Bulletin

A new monthly Members' Bulletin has just started and all Members should have received the February Bulletin.

3.4 Herefordshire Volunteer Launch

The meeting noted that the launch was scheduled for 6pm at Hereford Fire Station on 16 February 2011.

3.5 Agenda item 13 – Budget and Precept

The Chairman told Members that an additional appendix, 7b, showing potential future precept increases at 3.5%, had been distributed and would be presented by the Treasurer when this Item is considered.

3.6 Agenda Item 15 not open to Public or Press

The Chair told the meeting that the Clerk deemed the report for Agenda item no. 15 to be exempt as it was likely to disclose information relating to the financial or business affairs of the Authority.

4 Confirmation of Minutes

RESOLVED: *That the minutes of the meeting of the Fire and Rescue Authority held on 17 December 2010 be confirmed as a correct record and signed by the Chairman.*

5 Questions from Members of the Public

No questions for the Authority were received from members of the public.

6 The Chief Fire Officer's Service Report

The Chief Fire Officer updated the Authority on recent key developments and activities together with performance information for the period 1 October 2010 to 31 December 2010. He drew Members' attention to the following:

- 6.1** The performance data for quarter 3 2010/11 reflected the exceptionally cold weather experienced in December 2010. The meeting heard that during the period 19 – 31 December the Service responded to 463 incidents compared with 275 and 264 during the same period in 2009 and 2008 respectively. The Service instigated the Severe Weather Protocol on 19 December as attendances at incidents were effected by the dangerous conditions. The Authority agreed to record its thanks to the firefighters for their work on behalf of the community during the spell of severe weather conditions.
- 6.2** There was a 3% decrease in the total number of fires in the Quarter compared with Q3 last year (516 this quarter, compared to 532), despite a 28% increase in the number of chimney fires. The CFO told the meeting that the increase in chimney fires was thought to be weather-related and arising from the type of burners, the materials being burnt and the rural nature of the area covered by the Service.
- 6.3** There was a 24% drop in the number of Road Traffic Collisions attended by the Service compared to Q3 09/10, down to 178 incidents from 234.
- 6.4** The meeting noted the health and safety incidents and injuries recorded for the quarter and the CFO pointed out that most of these incidents occurred during non-operational activity.

6.5 The CFO pointed out that his Service Report was now shorter as some of the information it formerly contained is now referred to the Policy and Resources Committee, while the incident information was included in the monthly Members' Bulletin. In response to a request from one of the Worcestershire Members it was agreed to examine the possibility of publishing the Bulletin on the Council's Members' portal.

6.6 A Member raised the proposed Community Right to Challenge contained in the Localism Bill and suggested that the Authority should respond to the CLG consultation in this matter. It was agreed to refer to Group Leaders and consider the Authority's response at the Policy and Resources committee meeting on 24 March 2011.

RESOLVED that the Chief Fire Officer's Service Report be noted.

7 Review of the Roles of the Treasurer and the Clerk/Monitoring Officer

Mrs Anne Brown, Clerk/Monitoring Officer to the Authority, and Mr. Tony Wood, Treasurer, having both declared a personal and prejudicial interest in this item, left the meeting.

The Chief Fire Officer referred to the interim arrangements agreed by the Authority for Treasurer and Clerk/Monitoring Officer which were due to expire on 31 March 2011. The review of these roles was awaiting the outcome of the Audit Commission's report which was expected earlier but was still outstanding. In these circumstances the CFO recommended to the Authority that their appointments be extended.

RESOLVED that the Authority continue the appointment of Mr. Tony Wood and Mrs. Anne Brown as an Interim Treasurer and Interim Clerk to the Authority until 30 September 2011 or until the completion of the review and finalisation of permanent arrangements, whichever is the earlier.

8 Proposed minor amendments to Constitutional Arrangements

The Clerk told the meeting that the review of Committee structures and terms of reference agreed by the Authority in September 2010 were in place and working well. However, a number of minor amendments were required to improve the Authority's constitutional arrangements. She explained the issues, which concerned the Urgent Decisions process and the Terms of Reference of the Policy and Resources Committee regarding audit matters.

RESOLVED:

- i) That the use of the Urgent Decision process be reported back to the actual decision-making committee or to the FRA.**
- ii) That paragraph 2 in the Terms of Reference of the Policy and Resources Committee, regarding Audit matters, be deleted.**

9 The Independent Members of the Standards Committee

The Clerk told the meeting that the term of appointment of the Independent Members of the Standards Committee was due to expire by the date of the Authority's AGM (22 June).

Given the Government's stated intention to abolish the Standards regime, she recommended that the term of appointment be extended, rather than incurring the costs involved in making new appointments to the Standards Committee. She further told the meeting that in recognition of the uncertain future, Standards for England had issued guidance permitting such extensions.

RESOLVED that the Authority extends the term of appointment of the Independent Members of the Standards Committee until 30 June 2012 or until the Standards Committee is disbanded, whichever is the sooner.

10 Audit Committee Report

Mr. Derek Prodger, Chairman of the Audit Committee, presented the report to the Authority of the proceedings of the Audit Committee Meeting held on 26 January and requested Members to note the Annual Audit letter.

RESOLVED that the report be noted.

11 Policy and Resources Committee Report

Mr. Adrian Hardman, Chairman of the Policy and Resources Committee, presented the report to the Authority of the proceedings of the Committee Meeting held on 28 January 2011.

RESOLVED that the report be noted.

12 Urgent Decision No. 01/10

The Chief Fire Officer informed the Authority that following the Government's statement that the Regional Control Centre would not proceed any further. The Urgent Decision procedure was used on 16 December 2010 to permit the Service to go to tender for a replacement mobilising system.

RESOLVED that the report be noted.

13 Budget and Precept 2011/12 and Medium Term Financial Plan

The Treasurer detailed to Members the Revenue and Capital Budgets for 2011/12 and the consequential Council Tax Precept. He also presented the Prudential Indicators and the Minimum Revenue Provision (MRP) policy for 2011/12.

The Treasurer told the Meeting that in December 2010 the FRA considered the 2011/12 budget based on the provisional grant settlement, in conjunction with the Service need. The Policy and Resources Committee considered further progress at its meeting in January 2011 and in addition, a workshop was held for all Members in that month to ensure the widest and most up-to-date information was given to Members.

The budget and medium term financial strategy outlined in this report was based on the paper received and discussion at the Policy and Resources Committee meeting in January 2011. However, since the papers for this meeting had been issued the Secretary for State had set the Council Tax “capping” limit at an increase of 3.5%. As this was higher than the 2.5% limit anticipated by the Authority when preparing the budget the Treasurer tabled an additional Appendix (7b) detailing the option of future precept increases at 3.5%.

It was proposed, seconded and **RESOLVED that the Authority:**

- **Approve the Capital Budget and Programme of £4.42m, as set out at Appendix 5;**
- **Approve the Statement of Prudential Code Indicators set out in Appendix 8;**
- **Approve the Minimum Revenue Provision (MRP) policy for 2011-12 as set out in Appendix 9;**
- **Approve the Revenue Budget, with a Net Budget Requirement of £31.195m and consequential Net Precept Requirement of 20,757,487.07, as set out in Appendix 6; and**
- **Approve the MTFs as set out in appendix 7b with no increase in council tax precept for 2011/12 and increases for the next 3 years at 3.5%.**

(The Authority voted on the above proposals, with 23 Members in favour and one abstaining.)

The Members thanked the Treasurer and other officers of the Authority for the work in preparing the budget and the presentations to the Authority, the Policy and Resources Committee and the Members’ Seminar in January.

- 14 In the opinion of the Clerk to the Authority, the meeting will not be, or is likely not to be, open to the public and press at the time item 15 is considered, for the reason stated:**

The Clerk told the Authority that in her opinion the meeting should not be open to the public and press at the time item 15 was considered, as it disclosed information relating to the financial or business affairs of the authority.

RESOLVED that the public and the press be excluded from the Meeting for the consideration of Item number 15: Fire Control Project Update.

- 15 Fire Control Project Update**

The Deputy Chief Fire Officer informed Members of the Government’s decision on 16 December 2010 to terminate the national FiReControl Project and updated the Authority on key issues which had to be addressed following this announcement.

The DCFO's report to the meeting addressed the following matters:

- Proposals for replacement control systems and the business case for same;
- Proposals for enhanced collaborative arrangements with Shropshire Fire and Rescue Service;
- The Impact upon West Midlands Regional Fire Control Local Authority Controlled Company; and
- The CLG consultation document: 'The future of Fire and Rescue Control Services in England'.

In response to queries the DCFO told the meeting:

- That the proposed collaboration with Shropshire FRS was coterminous with West Mercia Police and the Local Resilience Forum;
- That the Service's current control system was already well beyond the replacement date (in use 5 years longer than originally programmed);
- That the Authority's draft response to the CLG consultation document: '*The future of Fire and Rescue Control Services in England*' would be considered by the Policy and Resources Committee; and
- That the proposals in the report would be implemented in 2 phases:
 1. Replacement control and mobilise system for HWFRS (by January 2012).
 2. Collaboration to move to a single Control Resilience infrastructure with Shropshire FRS.

RESOLVED *that the Authority:*

- i. Note the contents of this report;*
- ii. Approve the allocation of a budget in line with the attached business case to support the early procurement of a new Command and Control system;*
- iii. Support proposals for enhanced collaborative arrangements with Shropshire Fire and Rescue Service, and authorise the Chief Fire Officer and Authority Chairman to sign a formal memorandum of understanding to support this commitment;;*
- iv. Note the contents of this report concerning the impact of the termination of the Fire Control Project on the future of the West Midlands Regional Fire Control Local Authority Controlled Company;*
- v. Endorse the decision of the Board of Directors on 28 January 2011 that the RCC Local Authority Company should close down all of its activities and become dormant for a short period of time; and*

- vi. Authorise the Chairman, in consultation with the Chief Fire Officer, to determine whether to support the dissolution of the Company once satisfactory agreement has been reached with the Government and the other Fire and Rescue Authorities in the region on the use of uncommitted regional Fire Control grant and other assets.***

The meeting finished at 12.06 pm

Signed: _____
Chairman

Date: _____

8. Allocation of Seats to Political Groups, Appointments to Committees and Minor Amendments to Terms of Reference

Purpose of report

1. To consider the allocation of seats on Committees to political groups and to authorise the Clerk following consultation with Group Leaders to make appointments to Committees and other bodies.
 2. To consider minor amendments to Committee Terms of Reference.
-

Recommendations

The Clerk recommends that:

- i) the Authority considers appointments to the offices of Chairman and Vice-Chairman of the Authority's Committees;***
- ii) two Members be appointed the Authority's representatives on the Standards Committee and two Members appointed as named substitutes;***
- iii) Members be appointed to the Member Champion roles for Asset Management, Equality & Diversity and Risk Management;***
- iv) one representative from each political group be nominated as a Member Development Champion;***
- v) the Clerk be authorised following consultation with Group Leaders to take any necessary action to give effect to proportionality requirements, determine the numbers of seats on Committees and make appointments to those Committees and other bodies in accordance with the wishes of the Group Leaders;***
- vi) the Authority determines whether it wishes to adhere to its previous view that representation and voting on the Local Government Association be as follows:***
 - a. that the Authority's representatives on the Local Government Association should be the Group Leaders or their nominees;***
 - b. that the 13 Service votes on the Local Government Association Assembly be allocated between its representatives on a politically proportionate basis; and***
 - c. the corporate vote on the Local Government Association Assembly be exercised by the Chairman or his nominee.***
- vii) the Authority determines whether it wishes the Chairman or his nominee to hold the place and vote available to the Authority on the LGA's Fire Commission;***

- viii) *the Authority determines whether it wishes to appoint the Chair, Vice-Chair or other nominee to the Worcestershire Partnership Board;*
- ix) *the Authority determines whether it wishes to appoint the Chair, Vice-Chair or other nominee to Herefordshire Partnership Board;*
- x) *the terms of reference for the Audit Committee to include a responsibility to “consider proposals of government departments and other national or regional bodies which would affect the role of the Audit Committee and approve responses to such proposals where possible”; and*
- xi) *the constitution of the Appointments Committee and Sub-Committee to include the Authority Chair, Policy & Resources Committee Chair and Audit Committee Chair.*

Introduction and Background

3. In accordance with the Hereford & Worcester Fire Services (Combination Scheme) Order 1997 the Authority’s membership comprises 25 Councillors, 19 from Worcestershire County Council and 6 from Herefordshire Council.
4. Both Herefordshire Council’s appointments and Worcestershire County Council’s appointments were made for the life of their respective Councils. (The Herefordshire Councillors were appointed in May 2011 for a four year term and the Worcestershire County Councillors were appointed on 25 June 2009, also for a four year term.)
5. The Local Government and Housing Act 1989 requires that where “a Council” holds an Annual Meeting it shall review the allocation of seats to political groups either at that meeting or as soon as practical thereafter.

Committee Appointments

6. Following the results of the Local Elections in Herefordshire in May the Authority is requested to review the allocation of seats on the basis of political proportionality.
7. The Authority has established the following Committees:
 - i. **Appointments Committee**
(11 seats – political balance to be confirmed)
 - ii. **Audit Committee**
(10 seats – political balance to be confirmed)
 - iii. **Policy & Resources Committee**
(15 seats – political balance to be confirmed)
 - iv. **Standards Committee**
(5 Independent Members, 2 Authority seats)
8. The Authority has generally appointed the Chairmen and Vice-Chairmen of Committees (with the exception of Standards Committee) at its Annual General Meeting and therefore is recommended to do so at this meeting.

9. The Authority also appoints a Standards Committee comprising five independent persons, (Mr C Emeny, Mr R Gething, Dr M Mylechreest, Mr R Rogers and Mr D Stevens); and two Members of the Authority: (previously Mr J Goodwin and Mrs G Hopkins), each of whom it was agreed should have a named substitute.
10. Members should note the following rules governing Committee appointments:
 - i. The Chair, Vice-Chair, out-going Chair of the Authority and Chair of the Policy & Resources Committee are not eligible to serve on the Audit Committee.
 - ii. Group Leaders, the Chair and Vice-Chair of the Authority are not eligible to serve on the Standards Committee.

(The current Committee membership is attached at Appendix 1 for Members' information)

Member Champions

11. The Authority currently has several Members that have previously been nominated as Lead Members (Member Champions) for various areas of Authority business.
12. The following Members were previously nominated:
 - i. Asset Management Champion - Cllr Derek Prodger
 - ii. Equality & Diversity Champion – Cllr Richard Udall
 - iii. Risk Management Champion – Cllr Peter Watts
13. It is further proposed to appoint a Member Development Champion from each political group to promote the training and development amongst their Groups and the Authority.
14. Further information regarding the role of Member Champions is attached at Appendix 2. It is advised that the Risk Management Champion also has a seat on the Audit Committee to help strengthen the role of the Committee in respect of its role in risk management and assurance.

Outside Bodies to which the Authority makes Appointments

Local Government Association Appointments

15. All Fire and Rescue Authorities are entitled to a place and a vote on the Local Government Association (LGA) Fire Commission (previously known as the Fire Services Forum). The Authority needs to determine whether it wishes to appoint the Chairman or his nominee to the Commission and exercise the vote on behalf of this Authority.
16. This Authority is also in corporate membership of the LGA. The Authority is entitled to appoint up to 4 representatives to serve on the General Assembly. The Association encourages those authorities entitled to 3 or 4 representatives to allocate one of these positions to minority group leaders on their authorities.

17. Arrangements determined by the Authority on 25 June 2010 allocated places on the General Assembly to the Leaders of the Political Groups on the Authority or their nominees. The Authority needs to determine if it wishes to confirm its decision on how many places it wishes to take up and how those places should be allocated.
18. The LGA constitution provides that Authorities in corporate membership shall be entitled to vote only as follows:
 - a) On the election of a Chair, Vice-Chair and Deputy Chairs and on questions of estimated expenditure and subscriptions each corporate member shall have one vote; and
 - b) On issues of direct relevance to the statutory duties and responsibilities of corporate members of their class (as determined by the Chair of the meeting) each corporate member shall be entitled to the same number of votes as a unitary authority within their population band (meaning that this Authority has 13 votes).
19. On 25 June 2010 the Authority allocated the corporate vote to the Chairman (or his nominee) and divided the 13 Service votes on the basis of proportionality. The Authority needs to determine whether it wishes to adhere to this decision. The Conservative Group currently has 9 votes, the Liberal Democrat/Liberal Group has 2 votes and the Independent/Labour Group has 2 votes.
20. The Authority needs to determine if it wishes to confirm its decision on how many places it wishes to take up and how those places should be allocated. The next meeting of the LGA General Assembly will take place on 28 June in Birmingham.

Partnership Boards

21. The Authority is entitled to appoint a Member to the Boards of Herefordshire and Worcestershire Partnerships. The Terms of Reference of the Partnerships recommend the appointment of the Authority Chair or Vice-Chair.

Committee Terms of Reference

22. The Authority approved the new Committee structure and new Terms of Reference for each Committee in September 2010. Since then, the Clerk has continually monitored the effectiveness of the new structure and where necessary has recommended minor changes to the Terms of Reference as practical issues come to light.
23. One issue that has been highlighted by the Clerk is that the Audit Committee does not currently consider proposals by government departments and other national or regional bodies which may affect the role of the Committee. The Authority is recommended to include this role in the Terms of Reference of the Audit Committee and to agree delegated authority to the Committee to approve responses on such proposals where possible.
24. A second issue is the constitution of the Appointments Committee. This Committee makes recommendations to the Authority on the appointment, terms and conditions, suspension or dismissal of the Chief Fire Officer, Deputy Chief Fire Officer, Section 151 Officer and Monitoring Officer. In addition, the Appointments Committee can set up a Sub-Committee to carry out an annual performance appraisal for the statutory officers.

25. Due to the nature of Appointments Committee business, it is important that leading Authority Members are involved in the Appointments process. Therefore the Clerk recommends that the Authority Chair, Policy & Resources Committee Chair and Audit Committee Chair are included in the membership of the Appointments Committee and its Sub-Committee.

Conclusion/Summary

26. The above arrangements have proven to be effective for the appointment of Committees to carry out the functions of the Authority, as specified in the Terms of Reference, and for appointments to outside bodies, and the Clerk recommends that the Authority continue this practice, as set out above.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	N	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Y	Whole report

Additional Considerations

27. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Y	Need to ensure Members appointed can properly fulfil the roles – whole Report
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Y	Members appointed should be able to fulfil the duties of their roles –whole Report
Consultation with Representative Bodies	N	

Supporting Information

Appendix 1 – Committees and membership as currently constituted.

Appendix 2 – The Role of the Member Champion

Contact Officer

Mrs Anne Brown, Clerk to the Authority

Tel: 08451224454

Email: abrown@hwfire.org.uk

COMMITTEE MEMBERSHIP 2010/11

Committee	Total Seats	Conservative Group	Liberal Democrat/ Liberal Group	Independent/ Labour Group
Group Leaders		Brigadier Jones (Ch) Stephen Clee (VC)	Tom Bean	D Taylor
Appointments Committee	11	8 S Clee (VC) L Duffy P Jones (C) J Goodwin D Prodger D Greenow K Taylor J Champion	2 P Andrews T Bean	1 R Udall
Audit Committee	10	7 D Prodger (C) L Duffy (VC) L Eyre D Greenow G Hopkins T Spencer P Watts	2 F Oborski C Smith	1 J Thomas
Policy and Resources Committee	15	11 M Bunker J Cairns J Champion S Clee J Goodwin A Hardman (C) L Hodgson P Jones J Potter K Taylor (VC) G Yarranton	2 P Andrews T Bean	2 D Taylor R Udall
Standards Committee	2 Councillors to be determined by the Authority on the recommendation of Group Leaders (and named deputies) and 5 Independent persons (NB The current Independent persons are Mr C Emeny, Mr R Gething, Dr M Mylechreest, Mr R Rogers and Mr D Stevens) Cllr Goodwin (Cons), G Hopkins (Cons) (Substitutes: Cllr J Potter and Cllr P Watts)			
Member Champions	Asset Management – Cllr G Yarranton Equality and Diversity – Cllr R Udall Risk Management – Cllr P Watts			

Hereford and Worcestershire Fire and Rescue Authority

Role Description:

Member Champion:

In addition to their role as Member, the Member Champion has the following Roles and Responsibilities:

Key Role

To act as an advocate, and provide leadership for their topic.

Main Responsibilities

1. To work closely with a nominated principal officer on the related topic
2. To work with other officers and working groups to develop issues on the topic
3. To support and develop policy on the topic area
4. To act as the main apolitical point of contact for the Authority for the topic
5. To attend seminars and other relevant events to gain and maintain specialist and current knowledge of the topic
6. To act as advocate for Best Practice in the topic area

Accountability

The responsibilities outlined in this role description relate to the political or Member level activities of the Fire Authority.

Accountability for Members' performance is through the political and electoral process.

The responsibilities outlined are without prejudice to the separate duties and responsibilities exercised by the officers of the Fire Authority, for which they are accountable as employees of the Fire Authority.

9. Members' Allowances Scheme

Purpose of Report

1. To consider the level of Members' Allowances in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations).

Recommendation

The Treasurer recommends that the Authority determines whether to increase Members' Allowances under the current arrangements.

Introduction and Background

2. In accordance with the Regulations, on 17 June 2007 the FRA agreed an annual adjustment in the level of Allowances in line with the Retail Prices Index (RPI). A copy of that decision is attached at Appendix 1 for information.
3. However, on 16 June 2008, the FRA amended this to an increase in line with the Consumer Price Index (CPI). A copy of this decision is also attached at Appendix 1 for information.
4. On 28 September 2010 the Authority considered whether the Allowances payable should be increased in line with the CPI and resolved that:
 - i) the level of Members' Allowances applicable from 1 April 2009 is retained for the period 1 April 2010 to 31 March 2011; and
 - ii) the level of Members' Allowances is reviewed by June 2011.
5. The current levels of Allowances, applicable from 1 April 2010, are due to increase in line with CPI from 1 April 2011.
6. The relevant CPI index for the period would increase the rates by 4.05%.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Y	The whole report

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	N	

Additional Considerations

7. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	N	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	N	
Consultation with Representative Bodies	N	

Supporting Information

Appendix 1 – 17 June 2007: Fire and Rescue Authority - 14. Members' Allowances Scheme and Resolution dated 16 June 2008 re Fire and Rescue Authority - 9. Members' Allowances Agreement

Background papers - 25 Sept 2003: Combined Fire Authority – Members' Allowance Scheme

Contact Officer

Tony Wood, Treasurer
Telephone: 08451224454
Email: twood@hwfire.org.uk

RESOLUTION: 17 June 2007

586. (Agenda item 14) Members Allowances Scheme

Consideration was given to a report regarding the level of Members Allowances in accordance with the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003.

Resolved: that

- (a) subject to (b) below, the Members Allowances scheme for this Authority to continue this financial year at the levels agreed on 25 September 2003 as adjusted annually in line with the Retail Price Index; and**
- (b) the Independent Remuneration Panels of the Constituent Authorities be requested to advise on the level of Members Allowances being adjusted in line with the Consumer Price Index instead of the Retail Price Index and report back accordingly.**

RESOLUTION: 16 June 2008

639. MEMBERS' ALLOWANCE AGREEMENT

The Authority had previously agreed at its meeting on 11 June 2007 to request that the Independent Remuneration Panels of the Constituent Authorities consider whether the adjustment of Members' Allowances each year should remain in line with the Retail Prices Index (RPI) or whether it should be amended to be adjusted in line with the Consumer Price Index (CPI).

The Authority considered a report that summarised the feedback from the Herefordshire Independent Remuneration Panel and the Worcestershire Independent Remuneration Panel.

RESOLVED that Members' Allowances be amended to be adjusted each year in line with the Consumer Price Index.

10. Chief Fire Officer's Service Report

Purpose of Report

- To inform the Authority of recent key developments and activities together with performance information for the period 1 January 2011 to 31 March 2011.

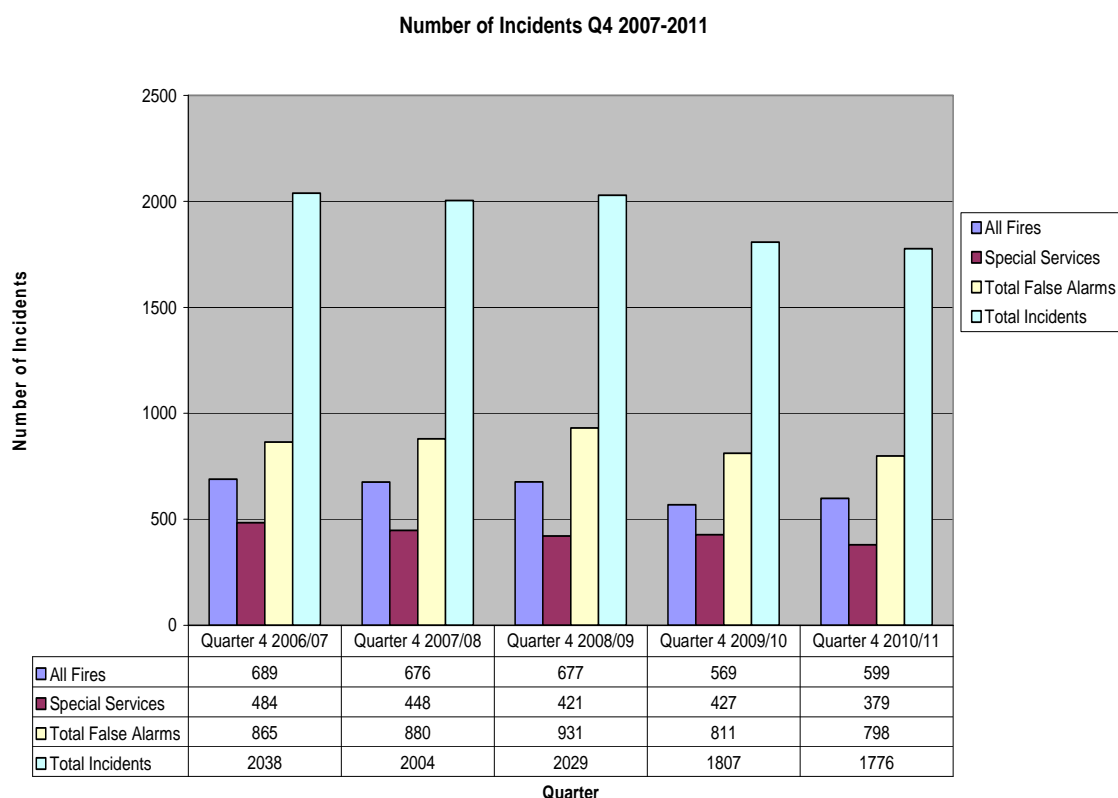
Recommendation

The Chief Fire Officer recommends that the report be noted.

Performance

Operational Incidents and Total Number of Fires Attended

- Figure 1 below demonstrates overall operational activity during Quarter 4 2010-2011 compared with the fourth quarter in the previous 4 years:



(Figure 1 – Comparative number of incidents Q4 2007-2011)

- Total incident numbers for Quarter 4 2010-2011 show a decrease on the same quarter last year. This is due to decreases in the number of false alarms and special services attended. The total number of incidents has decreased from 1807 in Quarter 4 2009-2010 to 1776 in Quarter 4 2010-2011, (-1.7%) and is the lowest number of incidents attended in the fourth quarter in the last five years.

4. The number of fires has increased slightly from 569 in Quarter 4 2009-2010 to 599 in Quarter 4 2010-2011, (+5.3%).

	Quarter 4 2009-10	Quarter 4 2010-11	Percentage change
Primary Fires	288	310	+7.6%
Secondary Fires	152	190	+25.0%
Chimney Fires	129	99	-23.3%
Total Fires	569	599	+5.3%

(Table 1 – Total Fires Q4 09-10 and Q4 10-11)

5. Table 1 above demonstrates that the increase in total fires is mainly due to an increase in secondary fires in Quarter 4 2010-2011 compared with Quarter 4 2009-2010. Secondary Fires tend to be more prevalent in the summer periods but the table below illustrates that there have been increases in the number of secondary fires attended in each of the three months of the quarter when compared with the same quarter last year.

	Jan	Feb	Mar	Quarterly Total
Secondary Fires Q4 09-10	21	44	87	152
Secondary Fires Q4 10-11	29	60	101	190
Percentage Change	+38.1%	+36.4%	+16.1%	+25.0%

(Table 2 – Secondary Fires per month Q4 09-10 and Q4 10-11)

6. Further analysis indicates that there has been an increase in secondary fires starting in loose refuse, small refuse/rubbish containers and tree scrub in Quarter 4 2010-11 compared with the same quarter last year. There were 52 loose refuse fires in Quarter 4 2010-11 compared with 45 in the same quarter last year, 45 small refuse/rubbish container fires compared with 32 in the same quarter last year and 25 tree scrub fires compared with 17 in the same quarter last year. The total proportion of secondary fires caused accidentally has increased in Quarter 4 2010-11 compared with the same quarter last year, 85 out of 190 or 44.7% were caused accidentally compared with 61 out of 152 or 40.1% of secondary fires caused accidentally in Quarter 4 2009-10.
7. However, the number of secondary fires attended in both Quarter 4 2010-11 and Quarter 4 2009-10 are a significant reduction on the number of secondary fires attended in the same quarter in previous years. The average number of secondary fires attended in Quarter 4 2006-07 to Quarter 4 2008-09 was 236 incidents.
8. The number of special service incidents has decreased in Quarter 4 2010-11 compared with the same quarter last year with 379 incidents attended in Quarter 4 2010-2011 compared with 427 in Quarter 4 2009-2010, (-11.2%).

	Quarter 4 2009-10	Quarter 4 2010-11	Percentage change
RTC Incidents	164	164	0.0%
Flooding	37	23	-37.8%
Other Special Services	226	192	-15.0%
All Special Services	427	379	-11.2%

(Table 3 – Special Services Q4 09-10 and Q4 10-11)

9. The number of false alarm incidents has decreased in Quarter 4 2010-11 with 798 incidents attended in Quarter 4 2010-2011 compared with 811 in Quarter 4 2009-2010 (-1.6%):

	Quarter 4 2009-10	Quarter 4 2010-11	Percentage change
Malicious False Alarms	11	18	+63.6%
False Alarm Good Intent	179	187	+4.5%
Automatic False Alarms	621	593	-4.5%
Total False Alarms	811	798	-1.6%

(Table 4 – False Alarms Q4 09-10 and Q4 10-11)

10. Although there has been a large percentage increase in malicious false alarms when compared with the same quarter last year (+63.6%), in real terms there has only been an increase of 7 incidents. There is no discernable trend or pattern emerging from this increase in incidents. Fire Control continue to call challenge suspected malicious calls and 35 hoax calls were challenged and no attendance made in Quarter 4 2010-11.
11. The 4.5% reduction in automatic false alarms compared with the same quarter last year has resulted in the overall reduction in false alarms comparing the same quarter.
12. Quarter 4 performance and the Annual Performance Report 2010/11 were considered in detail at the Policy and Resources Committee on 8 June 2011. The Service has seen its best performance ever in many of its performance indicators and the Chief Fire Officer recently congratulated everyone in the Service, through the weekly staff Bulletin, on the performance levels achieved, noting that our communities have been made safer by their efforts.

Health and Safety

Incidents and Injuries

	Jan	Feb	Mar	This Quarter Total	Previous Quarter Total
Serious Incidents ¹	2	4	4	10	9
Near Hit/Cause for Concern ²	1	5	5	11	7
Potential Exposure ³	3	0	2	5	8
Total Incidents	29	19	27	75	69
Specialist Investigations ⁴	2	3	3	8	7

¹ Incidents either actually resulting in, or having the potential to result in a fatality, serious personal injury or significant loss or damage.

² Incidents that almost resulted in an injury or conditions identified that have the potential to cause injury, loss or a near hit but have not done so up to the time of reporting – e.g. items falling from shelf near to people or unbalanced and overhanging items stored on a shelf.

³ Incidents where persons were potentially exposed to hazardous substances (usually during operational duties) – e.g. exposure to river water during swift water rescue training, exposure to asbestos during firefighting.

⁴ Of incidents either actually resulting in, or having the potential to result in serious injuries or losses and incidents involving Breathing Apparatus.

Analysis

13. Of the reported Health and Safety incidents this quarter, only 8 were, or had the potential to be, 'serious incidents'. However, when compared with the previous quarter the number of serious incidents has increased by one.
14. Furthermore, the number of near hits and causes for concern continues to represent a small proportion of all reported incidents. These incidents present an opportunity for the organisation to take action to prevent the circumstances deteriorating and resulting in injury or loss and reporting is encouraged.
15. The serious incidents this quarter comprised of the following:
 - One incident resulting in unsecured Breathing Apparatus cylinders moving around a vehicle during transit, and a subsequent exposure of noise for the driver.
 - A firefighter's ankle twisted when they stepped down from the appliance, causing swelling.
 - An automatic appliance bay door came down on top of the appliance as it was leaving the station.
 - Two incidents of verbal abuse from a group directed at a fire crew attempting to extinguish a fire.
 - During PAT (Electrical) testing, a fault was found in the CFS trailer electrical connections.
 - A roof tile hit a firefighter in the face during the latter stages of an incident.
 - Overheated fluorescent light fitting resulted in a minor fire.
 - Shorting in high voltage underground cabling, resulted in fire, however crew unaware of cabling presence and so potential for use of water and with it electrical hazard.
16. A total of eight Specialist investigations were mobilised this quarter, however only four subsequently required a full investigation and they comprise of the following:
 - The uncontrolled release of Breathing Apparatus cylinders - unsecured during transport.
 - Slipped when dismounting appliance.
 - Bay door came down onto an appliance.
 - Firefighter being hit in the mouth with a falling roof tile.
17. This quarter, our potential exposure records indicate that only two incidents occurred during operational activities. In addition, there were 7 incidents of verbal abuse to crews during operational activities, one involved a firefighter being pushed whilst another involved comments of a sexual nature. Whether this trend is an increase of these types of occurrences or an increase in levels of reporting is yet to be determined.

18. The Authority's commitment to Health and Safety is reflected in the training the staff receive:

Training Delivered During the Last Quarter 2010-2011

- 14 Station commanders received training in managing contractors.
- 18 personnel received training in assessing display screen equipment and users.
- 12 personnel received training in managing hazardous substances.
- 14 personnel received training in risk assessment.

Training Planned For the Year 2011-12

- 15 managers are to receive advanced level NEBOSH training
- 30 watch and crew commanders are to receive IOSH Managing Safely training.
- 36 personnel to undertake risk assessment training.
- 30 personnel are to undertake training in managing hazardous substances.
- 9 Fleet Technicians are to receive training in abrasive wheels and job specific training.
- Refresher training to be arranged in food safety.

19. In early June 2011 the Service was made aware of a potential Health and Safety issue following a safety event (accident) in another English Fire and Rescue Service. Whilst being used for training a 13.5m ladder had catastrophically failed, causing serious injury to at least one firefighter. Following consultation with the local trade union the Service's entire operational and training ladder stock was inspected by both operational staff and qualified ladder maintenance technicians. Pending the outcome of the accident investigation being made known a number of control measures were implemented to enable the ladders to continue to be used effectively but with reduced working loads - these control measures were purely precautionary. This adhoc inspection and testing regime took place on a Saturday and Sunday with a large number of staff coming into work off duty at short notice.

Items of Interest

Recovery of costs (charging policy)

20. Following the decision taken at the December Authority meeting to recover the costs for lift rescues and Environment Agency related incidents, the Service has now combined all elements of cost recovery and charging into one policy.
21. This new policy was issued in early April with a scheduled "go live" date of 1 July 2011. The reason for the delay between the issue and "go live" date is to complete a programme of staff education and training, and to allow the Service to effectively communicate these changes to key stakeholders. The Service will be writing to all premises involving lift rescues over the last 3 years, to inform them of the change in policy. In future, the owner of a premise (not the person who calls the Service or is rescued) will only be permitted one free initial call to a lift rescue, with any subsequent calls being charged.

22. It has to be emphasised that this policy is to recover costs for non-life threatening incidents and does not in any way involve charging the public for an emergency response.
23. The cost for a fire appliance per hour is £217, which is similar to Shropshire Fire and Rescue Service and lower than many other Fire and Rescue Services.
24. Incident types covered by this policy are:
 - Lift Rescues/Gaining Access to property (locked out)
 - Environmental Protection - Fuel Spillage, Chemical Release, Clean Up
 - Water Removal/Aspiration (oxygenation)
 - Pumping In/Out (note: water cannot be supplied or obtained by the Service)
 - Dangerous Structures (USAR)
 - Clearing of flooded commercial premises
25. Also included in the policy are charges under FOI and data requests that we can legally apply.

Evesham Crew Commended by Chief Fire Officer

Outstanding Service Medal - Firefighter Jason Mayhew

26. On 11 February 2010 Firefighter Jason Mayhew responded as part of Evesham crew 282 to an incident described as a 'car in river' at Boat Lane, Evesham on the River Avon. Upon arrival it was apparent that a child was trapped in a submerged car. Jason entered the water with Firefighter Richard Young and quickly located the car. However, the immersion suit and buoyancy aid worn by Jason prevented him from diving down to attempt a rescue. Without full regard for his own wellbeing, Jason requested permission to remove his buoyancy aid and flood his immersion suit enabling him to dive deeper. Despite a water temperature estimated to be only one degree Celsius, Jason made repeated attempts to dive down to locate and rescue the trapped child. Naturally a water temperature so close to freezing point makes arduous tasks nearly impossible but this did not deter Jason and he continued his rescue attempts for 10-15 minutes until he was ordered out of the water for his own safety.
27. When safely on the riverbank, information was received that it may be possible for a child to survive for up to 90 minutes when immersed in water that cold. With this new information Jason, again without full regard for his own safety, volunteered to re-enter the water to attempt rescue. Jason continued further rescue attempts until it became physically impossible for him to carry on and the chances of survival of the occupant of the car had unfortunately diminished.
28. For his bravery, courage and fortitude under the most arduous of emotional and physical conditions, Firefighter Jason Mayhew is awarded Hereford & Worcester Fire and Rescue Authority's Outstanding Service Medal.

Chief Fire Officer's Commendation

29. On 11 February 2010 crews from Evesham responded to an incident described as a 'car in river' at Boat Lane, Evesham on the River Avon. Upon arrival the crews were informed that there was a young girl trapped in a car in the river. They then began the arduous task of attempting to rescue her.
30. Utilising water rescue equipment, including lines, immersion suits and a boat, the crew of 282 tried valiantly for 90 minutes to rescue the trapped child. During the rescue attempt normally accepted protocols had to be suspended in order to give the crew the best chance of achieving a successful rescue. The rescue attempts required the crew to act under intense pressure in very arduous circumstances and also required the command officers to display a high degree of bravery in their command decision.
31. For the bravery in command displayed by Station Commander David Holland and Watch Commander Julian Jenkins, and the courage displayed by all of the 282 crew members, the Evesham 282 crew was awarded the Chief Fire Officer's Commendation.

Young Firefighters' Passing Out Parade

32. Over 150 family members watched on at Droitwich Fire Station on Saturday 21 May as their youngsters took part in a passing out ceremony to celebrate the completion of the Young Firefighters Association (YFA) training programme.
33. The 22 teenagers, from both the Droitwich and Redditch branches of the YFA, have all recently completed the 13-week training course with Hereford & Worcester Fire and Rescue Service (H&WFRS) and each Young Firefighter was presented with a certificate by Chief Fire Officer Mark Yates at the ceremony to mark this achievement.
34. They also demonstrated some of the skills they have learnt during the course of their training, such as hose running and ladder climbing, as well as demonstrations on car fire and house fire rescues.
35. Participants who have previously completed the programme learned skills that have enabled them to get a head start for their future careers and have achieved the following successes to date:
 - 2 females recruited as on-call firefighters;
 - 4 males recruited as on-call firefighters;
 - 2 males recruited as wholetime firefighters (one to West Midlands Fire Service);
 - 4 have joined the Ambulance Service (1 male and 3 female)
 - 2 joined the Royal Navy (1 male and 1 female); and
 - 1 male has joined the Royal Marines.
36. During the event the Chief Fire Officer praised the volunteer co-ordinators from H&WFRS who give up their time to assist with the YFA scheme.

37. The Droitwich branch of the YFA meet every Wednesday evening at Droitwich Fire Station while the Redditch branch meet every Thursday evening at Redditch Fire Station, both between 7pm and 9pm. There are also plans to set up a new branch of the YFA in Evesham.

Contact Officer

Mark Yates, Chief Fire Officer

0845 1224454

Email: myates@hwfire.org.uk

11. Provisional Financial Results 2010/11

Purpose of report

1. To brief the Authority on the provisional financial results for the year ended 31 March 2011.
-

Recommendations

The Policy and Resources Committee recommends that the Authority:

- i) Notes the provisional financial results for 2010/11;***
- ii) Approves the re-phasing of capital budgets from 2010/11 to 2011/12;***
- iii) Approves the use of revenue resources as suggested in the Report; and***
- iv) Notes that the Audit Committee will consider the annual Statement of Accounts in detail.***

Introduction and Background

2. The recent change to the Authority's Committee structure now allows a report, on financial results, to be brought to the appropriate Committee in advance of the next full Authority meeting.
3. Detailed budget monitoring reports have been presented to the Policy and Resources Committee throughout the year, and Members will be aware that officers have been very active in seeking to minimise expenditure in anticipation of the very tight financial settlement.
4. The detailed Statement of Accounts will be presented to the Audit Committee for detailed scrutiny in due course, but the provisional results (subject to Audit) are provided here.

Use of Revenue Resources

5. The approved budget for 2010/11 was £31.395m.
6. In the last monitoring report presented to this Committee, in March 2011, the net underspending expected to be transferred to the Organisational Development Reserve was £0.495m.

7. The make up and funding of the budget is shown below:

	£m
Net Expenditure on Services	31.123
less: expected under-spending	<u>- 0.495</u>
	30.628
Strengthening General Reserves	0.272
Organisational Development Reserve	<u>0.495</u>
	31.395

	£m	%
Council Tax	20.727	66%
Business Rates	9.315	30%
Revenue Support Grant	<u>1.353</u>	4%
	31.395	100%

8. Since the date of the March projection, budget holders have continued to minimise expenditure and the out-turn position, detailed in Appendix 1 shows a significant further underspending.
9. For information the Appendix also shows where there are changes from the previous forecast (the Revised Budget).
10. The net underspending of £1.040m represents 3.3% of the budget, but should be considered as part of the Service preparation for the implications of the significant budget gaps contained in the Medium Term Financial Strategy 2011-12 to 2013-14.
11. As Members will be aware, from the revised Medium Term Financial Strategy approved in February 2011, whilst the immediate position is not quite so severe the future position is potentially significantly worse.
12. The existing approval is that the underspending is transferred to a Development Reserve to be used for capacity building and other invest to save measures to help prepare for the future financial position.
13. However, given the size of the final position it is suggested that this decision is amended to place some of the monies into an Operational Activity Reserve (to meet any staff costs arising from spate conditions) and the balance into general reserves.

	£m
Development Reserve	0.550
Operational Activity Reserve	0.300
General Reserve	<u>0.190</u>
	1.040

14. As the out-turn is still provisional and subject to Audit it is suggested that any variation is made in the General Reserves figure.
15. The transfer to General Reserves will increase them from around 3.7% of budget to around 4.3%, which is still not extreme. (The recent Audit Commission VFM tool-kit shows an average figure for FRA at 31 March 2010 was 8%).

Use of Capital Resources

16. As Members will be aware a distinction is made between:
 - Capital Strategy – representing the overall funding provided within the budget.
 - Capital Budget – representing the amount which has been authorised to be spent.
17. The Capital Strategy is split into 3 main blocks:
 - Vehicle renewal.
 - Major Building Works.
 - Minor Schemes – for which detailed allocation is made by the service Senior Management Board (SMB).
18. The Capital Strategy for 2010-11 was approved as below:

		£m
FRA - Feb 2010	2010-11 Strategy	3.980
FRA - Jun 2010	Re-phased from 2009-10	3.050
		7.030
USAR Retentions	from USAR Reserve	0.033
ex Lease Pumps	from Lease provision	0.132
Vehicle replacement	from Lease provision	0.324
Software	Revenue Contribution	0.005
Capital Strategy		7.524
not allocated to budget (IRMP)		- 4.134
Capital Budget		3.390

19. Of the £3.390m capital budget £2.714m (80%) has been expended, giving an underspend of £0.676m. This is partially due to the pause caused by the re-assessment of priorities following the appointment of a new Chief Fire Officer and the same caution on spending exhibited in the Revenue Budget.
20. It has previously been reported that the revenue cost of small overspendings on vehicle schemes and Betony Road retentions totalling £0.059m will be contained within the future revenue budget; it is therefore proposed to re-phase the remaining unspent balances of £4.869m into 2011-12 (including the unallocated strategy).
21. This will not have a detrimental effect on the future revenue budget, as provision for financing costs has been made assuming the capital expenditure had been made in 2010/11.

Role of the Audit Committee

22. As a result of major changes to the accounting arrangements; i.e. the implementation of International Financial Reporting Standards (IFRS) and changes to arrangements under the Accounts and Audit Regulations 2011 (issued 31 March 2011); the Audit Committee will not be asked to approve the Statement of Accounts until the Audit is completed in September.
23. The Accounts will be prepared in accordance with IFRS and will show the true economic cost of providing the service. This will differ significantly from the position shown by this report, which is prepared on the statutory basis on which the budget, grant and precept are prepared, and to which Members are accountable for managing.
24. This is because there are some significant items:
- Those which are required to be charged by statute, but are not permitted under IFRS.
 - Those which are required to be charged under IFRS but not allowed by statute.
25. The Statement of Accounts will reconcile these differences and the Audit Committee will scrutinise this reconciliation as well as the Accounts themselves.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Yes	Statutory review of financial position

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	No	See Financials above

Additional Considerations

26. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	No	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	No	

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	No	
Consultation with Representative Bodies	No	

Supporting Information

Appendix 1 – Provisional Revenue Out-turn 2010/11

Appendix 2 – Provisional Capital Out-turn 2010/11

Background papers – Draft Minutes of the Policy and Resources Committee meeting held on 8 June 2011.

Contact Officer

Martin Rehorn – Director of Finance & Assets

01905 368205

Email: mrehorn@hwfire.org.uk

Hereford & Worcester Fire and Rescue Authority
PROVISIONAL REVENUE OUT-TURN : 2010-11

	Original Budget £m	Forecast Out-turn £m	Total Variance £m	Budget Transfers £m	March Variance £m	Sub-Total £m	Final Variance £m	Total Variance £m
WT FF Pay	14.031	13.681	(0.350)	(0.150)	(0.164)	(0.314)	(0.036)	(0.350)
RDS FF Pay	3.038	3.078	0.040		0.047	0.047	(0.007)	0.040
Control Pay	0.711	0.738	0.027		0.025	0.025	0.002	0.027
Support Pay	3.918	4.019	0.101	0.047	0.050	0.097	0.004	0.101
Pay Contingency	0.170	0.000	(0.170)	(0.150)	(0.020)	(0.170)	0.000	(0.170)
Other Employee Costs	0.036	0.111	0.075		0.070	0.070	0.005	0.075
Unfunded Pensions	0.738	0.729	(0.009)		0.006	0.006	(0.015)	(0.009)
	22.642	22.356	(0.286)	(0.253)	0.014	(0.239)	(0.047)	(0.286)
Strategic Management	0.020	0.022	0.002		(0.001)	(0.001)	0.003	0.002
	0.020	0.022	0.002	0.000	(0.001)	(0.001)	0.003	0.002
USAR - Total	0.880	0.760	(0.120)		(0.106)	(0.106)	(0.014)	(0.120)
HQ - Comm. Safety	0.374	0.226	(0.148)	(0.014)	(0.094)	(0.108)	(0.040)	(0.148)
HQ - Ops Support	0.068	0.037	(0.031)				(0.031)	(0.031)
District - Comm. Safety	0.000	0.003	0.003				0.003	0.003
Training Dept	0.627	0.509	(0.118)		(0.020)	(0.020)	(0.098)	(0.118)
Approved Centre	0.009	0.005	(0.004)		(0.001)	(0.001)	(0.003)	(0.004)
	1.958	1.540	(0.418)	(0.014)	(0.221)	(0.235)	(0.183)	(0.418)
PPP - Perf Mngt	0.132	0.048	(0.084)		(0.064)	(0.064)	(0.020)	(0.084)
PPP - Org Dev	0.240	0.143	(0.097)		(0.029)	(0.029)	(0.068)	(0.097)
PPP - FRA Costs	0.126	0.149	0.023		(0.003)	(0.003)	0.026	0.023
Personnel	0.304	0.183	(0.121)		(0.088)	(0.088)	(0.033)	(0.121)
	0.802	0.523	(0.279)	0.000	(0.184)	(0.184)	(0.095)	(0.279)
Ops Logistics	0.949	0.878	(0.071)		(0.014)	(0.014)	(0.057)	(0.071)
Fleet	0.527	0.533	0.006		(0.039)	(0.039)	0.045	0.006
ICT	0.931	0.927	(0.004)		(0.002)	(0.002)	(0.002)	(0.004)
Facilities Mngt	1.363	1.342	(0.021)		0.079	0.079	(0.100)	(0.021)
HQ Catering	0.000	0.001	0.001		0.004	0.004	(0.003)	0.001
Legal Services	0.061	0.030	(0.031)		(0.003)	(0.003)	(0.028)	(0.031)
Insurances	0.312	0.288	(0.024)		(0.017)	(0.017)	(0.007)	(0.024)
Service Wide	0.301	0.290	(0.011)				(0.011)	(0.011)
Capital Financing	2.205	2.148	(0.057)		0.020	0.020	(0.077)	(0.057)
	6.649	6.437	(0.212)	0.000	0.028	0.028	(0.240)	(0.212)
RCC Project	0.238	0.180	(0.058)		(0.068)	(0.068)	0.010	(0.058)
Other Funded Projects	0.000	0.089	0.089		0.089	0.089	0.000	0.089
Special Grants	(1.186)	(1.186)	0.000				0.000	0.000
	(0.948)	(0.917)	0.031	0.000	0.021	0.021	0.010	0.031
	31.123	29.961	(1.162)	(0.267)	(0.343)	(0.610)	(0.552)	(1.162)
to/(from) Earmarked Reserves		0.122	0.122	(0.033)		(0.033)	0.155	0.122
to/(from) General Balances - planned	0.272	0.272	0.000		0.148	0.148	(0.148)	0.000
	31.395	30.355	(1.040)	(0.300)	(0.195)	(0.495)	(0.545)	(1.040)
to Development Reserve		1.040	1.040	0.300	0.195	0.495	0.545	1.040
	31.395	31.395	0.000	0.000	0.000	0.000	(0.000)	0.000

Hereford & Worcester Fire and Rescue Authority

PROVISIONAL CAPITAL OUT-TURN : 2010-11

Scheme	Budget	Actual	Variance	Potential Re-phasing to 11/1	
				Major	Minor Works
Vehicles					
045 - Routine Replacement 08/09 4WD	23,954	23,957	3		
047 - Specialist Replacements Environmental	60,400	60,351	(49)		
048 - Specialist Replacements ISU	42,900	35,848	(7,052)		
062 - 4 Wheel Drive Water Rescue	93,199	93,102	(97)		
090 - Toyota HI Lux	0	(60)	(60)		
	220,453	213,198	(7,255)	0	0
014 - Routine Pump Replacement 2009/10	322,398	350,337	27,938		
085 - Routine Pump Replacement 2010/11	615,000	629,090	14,090		
	937,398	979,427	42,028	0	0
046 - Specialist Replacements - Water Carrier	68,029	82,268	14,239		
091 - Pinzgauer Routine Replacement 4WD	150,000	0	(150,000)	150,000	
092 - Argocat Routine Replacement Off Road	15,000	0	(15,000)	15,000	
	233,029	82,268	(150,761)	165,000	0
086 - Ex Leased Appliances	131,500	131,500	0		
104 - Ancillary Vehicles	324,100	324,102	2		
	455,600	455,602	2	0	0
Totals	1,846,480	1,730,494	(115,986)	165,000	0
Major Building					
008 - Betony Road	-	10,522	10,522		
013 - New Dimensions USAR	33,300	33,300	0		
012 - IRMP Pebworth	683,038	603,465	(79,573)	79,573	
082 - IRMP Kidderminster	49,656	-	(49,656)	49,656	
Totals	765,994	647,287	(118,707)	129,229	0
Minor Schemes - Property					
023 - Legionella Engineering Works	15,000	7,872	(7,128)		7,128
049 - Malvern Pre Design Scheme	6,214	6,214	0		0
054 - Motorised Bay Doors	22,000	7,789	(14,211)		14,211
068 - Evesham Flat Roof	640	-	(640)		640
069 - Stourport Flat Roof	550	-	(550)		550
070 - Window Replacements	-	130	130		
071 - Leominster Resurface Yard	585	825	240		
072 - Ewyas Harold Resurface Yard	2,241	-	(2,241)		2,241
083 - SRT Storage Worcester	71,500	340	(71,160)		71,160
084 - RPE Cylinder Strategy	86,953	29,026	(57,927)		57,927
095 - Diversity Compliant Rest Facilities Kidderminster-Hereford	62,000	3,120	(58,880)		58,880
096 - Property Work from Health and Safety Audit	36,700	54	(36,646)		36,646
097 - Air Conditioning ICT Work	12,000	9,394	(2,606)		2,606
100 - Evesham Refurbishment	60,000	51,221	(8,779)		8,779
Totals	376,383	115,985	(260,398)	0	260,767
Minor Schemes - IT					
004 - Comp Systems Computer Purchases	34,715	27,459	(7,256)		7,256
005 - Comp Systems Computer Software	8,090	8,324	233		
034 - Developments	4,281	3,814	(467)		467
063 - PBX Digital Telephony	20,510	20,428	(81)		81
076 - HQ Network Infrastructure Enhancements	1,253	1,191	(62)		62
094 - Computer Aided Design up grades	3,000	3,229	229		
Totals	71,849	64,445	(7,404)	0	7,866
Minor Schemes - Equip					
009 - Water Rescue Equipment	3,987	3,295	(692)		692
078 - Respiratory Protective Equipment	76,000	66,934	(9,066)		9,066
102 - Water Rescue PPE	25,000	-	(25,000)		25,000
Totals	104,987	70,229	(34,759)	0	34,759
Minor Schemes - PPP					
038 - Performance Management Software	4,800	4,800	0		
040 - Incident Reports System	10,905	8,000	(2,905)		2,905
059 - Active Software	2,510	-	(2,510)		2,510
Totals	18,215	12,800	(5,415)	0	5,415
Minor Schemes - Other					
001 - IT VMDS	41,000	24,616	(16,384)		16,384
011 - Finance System	12,918	10,107	(2,811)		2,811
051 - Human Resource Information System	14,304	3,498	(10,806)		10,806
060 - Retained Duty System Pay System	42,000	24,997	(17,003)		17,003
093 - CFRMIS 5 Web based package	13,400	9,850	(3,550)		3,550
101 - Intel Application	13,700	-	(13,700)		13,700
999 - Unallocated	68,645	-	(68,645)		67,813
Totals	205,967	73,068	(132,899)	0	132,067
Totals Minor Schemes	777,402	336,527	(440,875)	0	440,875
Capital Budget	3,389,876	2,714,308	(675,568)	294,229	440,875
Not yet allocated					
998 - IRMP Unallocated	4,134,000	-	(4,134,000)	4,134,000	
Totals	4,134,000	0	(4,134,000)	4,134,000	0
Capital Strategy	7,523,876	2,714,308	(4,809,568)	4,428,229	440,875
					4,869,104

12. The Authority's Annual Plan 2011/12

Purpose of report

1. To adopt the draft Authority Plan 2011/12 and approve for publication.
-

Recommendation

The Policy and Resources Committee recommends that the Authority adopts the draft Authority Plan 2011/12 and approves for publication.

Summary

2. As part of our corporate planning process the Service produces an annual Fire Authority Plan. (The draft Plan is attached as a separate enclosure).
3. The plan provides an overview of the Authority, including strategic objectives and priorities for 2011-12. It also details our key achievements during 2010-11.
4. The document aims to communicate our achievements and plans to all of our stakeholders and it also serves to inform other agencies in the public, private and voluntary sectors that will be looking for opportunities to engage in local partnership initiatives supporting the Fire and Rescue Service.
5. The Policy and Resources Committee considered the draft Plan in detail on 8 June 2011 and recommended that the draft Plan be approved for publication by the Authority.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	Y	The whole report

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Y	The whole report

Additional Considerations

6. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Y	The whole report
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	Y	The whole report
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	N	
Consultation with Representative Bodies	N	

Supporting Information

Appendix 1 - Hereford & Worcester Fire and Rescue draft Authority Plan 2011/12

Contact Officer

Lucy Phillips,
Deputy Chief Fire Officer
(01905 368256)
Email: lphillips@hwfire.org.uk



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Fire Authority Plan **2011-12**

Version 2.10

Draft

What do you think of our plan?

We would welcome any views that you have on the content of this plan or the way in which Hereford & Worcester Fire and Rescue Authority delivers its services.

If you have any comments or would like to contact us about any issue please contact us via our website www.hwfire.org.uk.

Alternatively you may write to:

**Hereford & Worcester Fire and Rescue Service Headquarters,
2 Kings Court,
Charles Hastings Way,
Worcester.
WR5 1JR
Tel: 0845 12 24454**

If you would like this information in an alternative language or format such as large print or audio please contact us on [0845 12 24454](tel:08451224454).

Contents

- 1. Welcome/Foreword**
- 2. Fire and Rescue Authority and Organisational Structure**
- 3. Our Vision, Strategic Direction and Values**
- 4. Future Outlook to 2015**
- 5. Our Overall Achievements in 2010-11**
- 6. Assurance of Service Delivery**
- 7. Performance 2010-2011**
- 8. Service Priorities and Objectives 2011-12**
- 9. Delivery of Services to the Community**
- 10. Financial Information**
- 11. Consultation**

Foreword by the Chairman of the Fire Authority and the Chief Fire Officer

Chairman of the Authority

**Mark J. Yates
Chief Fire Officer/Chief Executive**

Fire and Rescue Authority and Organisational Structure

Hereford & Worcester Fire and Rescue Authority (H&WFRA), along with every other Fire and Rescue Authority in the country, is required to deliver a number of functions. These functions include promoting fire safety, fighting fires and protecting people and property from fires and rescuing people from road traffic collisions. The Authority also responds to other emergencies such as flooding as well as incidents involving search and rescue.

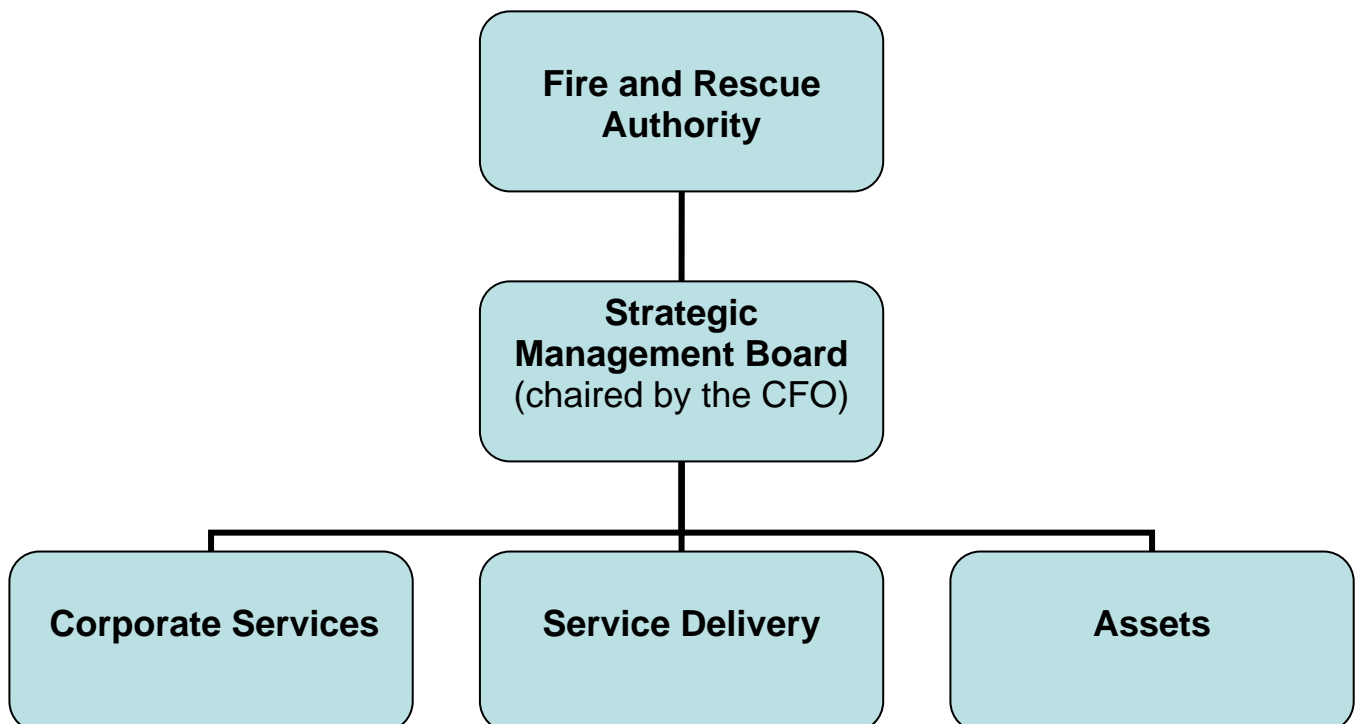
Hereford & Worcester Fire and Rescue Service (H&WFRS) is one of 46 Fire Services in England and is one of the largest rural services containing areas of urban concentration with an annual budget of £32.9 million. We deliver response, fire prevention and fire protection services across the two counties of Herefordshire and Worcestershire. In addition we have arrangements in place to assist neighbouring Fire and Rescue Services to respond to national events if called upon or to provide additional resources to deal with major incidents in their area.

H&WFRS covers an area of almost 400,000 hectares, serving a population of some 742,800 people living in around 320,000 households and working in close to 25,450 non-domestic properties.

H&WFRA is constituted under the Fire and Rescue Services Act 2004. It comprises 25 Elected Members (County Councillors), 19 from Worcestershire County Council and 6 from Herefordshire Council. This representation is based upon population proportionality. The Authority's central role is to set the budget and to approve the Service's strategic direction.

The Chief Fire Officer (CFO)/Chief Executive delivers his responsibilities through a Strategic Management Board (SMB). The SMB includes all operational Area Commanders and support staff equivalents alongside Principal Officers at director level, to ensure that the decisions made and strategies taken are fully informed.

The Service is coordinated centrally through Service Headquarters, which is located in Worcester, and through three local management Districts. It utilises a functional management and policy making structure which has three arms; Corporate Services, Service Delivery and Assets.



Whilst focus on front line service provision is paramount, we rely heavily upon a range of support functions and activities which all contribute greatly to the ability of front line staff to deliver a quality service to the community. Such support functions include: financial services, personnel services, equipment and fleet support, occupational health and safety, information and communications services and administration services.

The Fire and Rescue Service, however, along with all other public sector and local government organisations, is currently subject to funding constraints. Over the next four financial years, our grant from government may reduce by up to 13%. When that fact is coupled with other unavoidable pressures in the Service (inflation and essential investment in fleet and property) we may need to save around 7.2% of our budget, which is approximately £2.5 million even allowing for the effect of an annual increase in Council Tax.

Considering the level of savings required we cannot promise that we won't reduce the number of firefighters we employ, it is almost inevitable. However, we can promise that the firefighters of the Service will have appropriate personal protective equipment, operational equipment and training - on these three things we do not compromise. We can also promise that the Authority will fully consider the impact of any savings or cuts on the communities we serve.

The Authority and our Officers will be examining every location and every aspect of the Service and in four years' time our Service may look significantly different to how it looks now.

Our Vision, Strategic Direction and Values



H&WFRA faces a formidable set of challenges – economic, social and physical – over the short, medium and long terms. It must change proactively to meet these challenges to maintain its effectiveness in serving communities and to represent value for money to the wider public purse. Along with this is an expectation from government that the Service reflects localism, decentralisation, transparency and accountability in what it does.

The Authority has a clear vision, strategic direction and set of values that shape its long term planning and objective setting in support of the further development of the Service in order to meet these challenges.

Our long term vision is:

To make Herefordshire and Worcestershire safer from fire and other hazards and to improve community well-being

Our strategic direction is:



Community: We will improve the safety of the community by targeting at risk groups, improving the environment within which we live and by working and engaging with the people we serve



People: We will ensure the fair and equitable treatment of both our staff and the people we serve, and promote the training and safety of all our personnel



Organisational Development: We will develop and implement systems, procedures and structures to improve efficiency and effectiveness, mitigate risk, enable effective response to emergencies and review, monitor and measure our performance



Finance and Resources: We will ensure the economic use of resources, meeting budgetary challenges and maximising funding opportunities in order to deliver value for money services

Our Values

H&WFRS is committed to the nationally recognised values of the Fire and Rescue Service. These values are a way of recognising the standard at which we operate, the ethos behind the Service, and are intended to provide a benchmark for every employee in every situation. Our values are a way of displaying the spirit in which all personnel pursue our organisational aims and objectives, to ensure that the service we provide is effective, equitable and positively supports the communities we serve.

We Value Diverse Communities

- We are committed to serving all parts of our communities
- We recognise that diverse needs, expectations and risks need diverse solutions
- We remove barriers to entry and seek true diversity to reflect the communities we serve

We Value Our People

- We promote safety and well-being of our staff and others
- We are committed to developing our people
- We work in an inclusive and ethical way
- We recognise that everyone has a contribution to make
- We respect and see difference as a strength

We Value Our Fire and Rescue Service

- We are passionate about maintaining our great reputation
- We focus on priorities by setting clear objectives and accountabilities
- We provide the right service at the right time and in the right place

We Value Innovation, Change and Learning

- We encourage critical and lateral thinking and welcome constructive challenge
- We take responsibility for improving our performance
- We develop ourselves and others to achieve our full potential

Future Outlook to 2015

This is how we will expect things to look in 2015

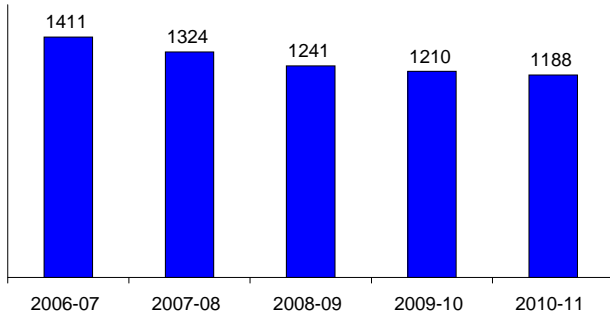
<p>Herefordshire and Worcestershire are safer. There are fewer fire-related incidents and associated deaths, injuries and damage because our work to prevent and protect against fires is working well. Our attendance times to life-threatening emergencies have improved.</p>	<p>We have much better contact with the public. We really understand the wide range of groups in our local communities and the risks people face. This means that we are very good at knowing how and when to use our resources to have the best effect.</p>
<p>The amount available to spend in the public sector is still very tight. We have made considerable savings and improved our cost-effectiveness over the last five years. However, because we can expect to have to deliver more with less funding, we have continued to consider this in our plans for the future. Despite these challenges, we continue to benefit from excellent working relationships between the Fire Authority, managers and staff.</p>	<p>The way we work with partner organisations to reduce risk and improve safety has gone from strength to strength. Our partners continue to want to work with us because we continue to make things happen.</p>
<p>Across the whole of the Service we have fewer staff but this will not put the public or our staff in danger. We are working more efficiently because we have flexible work arrangements with our staff who are deployed effectively to ensure risk is managed as low as reasonably practicable. Our retained firefighters are vital to the way we deliver quality and value for money services.</p>	<p>All our staff are fitter and healthier. There are fewer work-related injuries including deaths and injuries to firefighters. Staff are better trained and skilled to carry out their roles and responsibilities, which are getting more and more varied.</p>
<p>We have the appropriate number of fire stations and the types of emergency response vehicles in some of them have changed. Our vehicles are closely matched to the risks we face.</p>	<p>We are more environmentally friendly. We use less energy than we did five years ago because we are doing our bit to reduce the effect we have on the environment. We have strong plans for dealing with the risks and emergencies caused by climate change.</p>
<p>We have in place an enhanced call handling and mobilising control environment. We will be sharing this and potentially additional central functions with other partners.</p>	<p>We have continued to contribute to the National Resilience agenda.</p>
<p>Because of the changes and improvements we have made, we are regarded as a high performing Fire and Rescue Authority. The community values the services we deliver and believes that we provide value for money. We have our staff to thank for this.</p>	

Our Overall Achievements in 2010-11

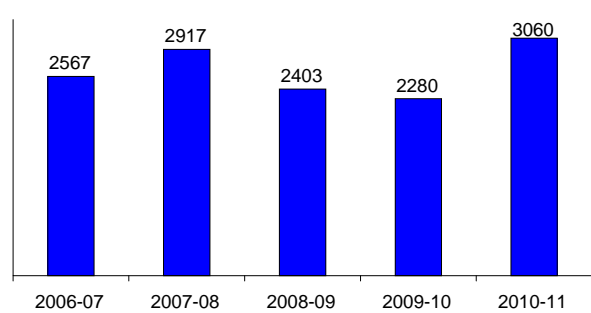
Below are the highlights of some exceptional results achieved and some of the initiatives that the Authority completed last year, within each category of its overall strategic direction:

Community

Least number of primary fires over the past five years



Highest number of home fire safety checks within the past five years



(A primary fire is a fire involving a victim and/or a building or vehicle and/or a large incident involving five fire engines/appliances or more).

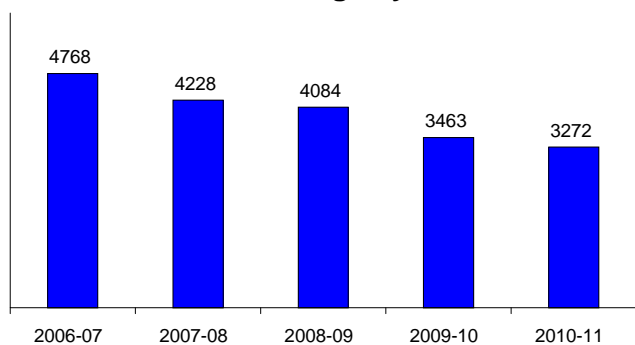
- **Fatalities from Fires:** Sadly, there were two fire related deaths within the two counties during 2010-11, one caused by an accidental dwelling fire and one by a car fire following a road traffic collision. It should be noted that the number of deaths from accidental dwelling fires is at its lowest level since 2005-06.
- **Fire Control:** We have been responsive to the collapse of the national FiReControl project and developed a joint outline business proposal for the formation of a shared resilient control room infrastructure with Shropshire Fire and Rescue Service. This paves the way for possible closer future collaboration between the two organisations. Implementation will lead to provision of a consistent and efficient mobilising service across West Mercia with potential benefits including improved service resilience and fall back capability, capacity, achieving economies of scale and greater operational effectiveness.
- **Volunteer Capability:** We initially piloted and subsequently rolled out a volunteer programme across the two counties. There are now 36 volunteers supporting community safety initiatives and providing role playing capability in operational training exercises. We are continuing to develop the role of volunteers with a view to expanding their numbers and activities in the future.

The Young Firefighters Association (YFA) continued to be an integral part of the Service and assisted at over 50 community based Service events including the Malvern Three Counties Show. The YFA is a disciplined, uniformed youth association aimed at young people between the ages of 13 and 18 years which is run by volunteers. During their time as young firefighters, participants are also involved in teambuilding, basic fire fighting and community work. It is likely that a new YFA group will be starting in Evesham in the autumn of 2011.

- **Community Safety Advice:** Campaigns targeted at vulnerable people ('at risk groups') within the community were delivered via locally developed strategies. The procurement of a specialist web based application designed to intelligently target Home Fire Safety Checks and reduce risk in the areas that need it most will further improve the effectiveness of community safety campaigns.

People

Least number of working days lost to all staff sickness absence in the past five years



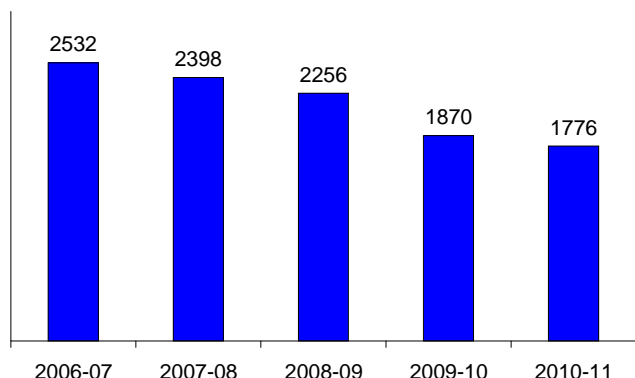
- **Breathing Apparatus:** Our operational crews have been provided with, and trained in the use of one of the best breathing apparatus on the market. This new equipment enables the air capacity within every breathing cylinder to be monitored continuously from outside of an incident, significantly improving firefighter safety and effectiveness.
- **Personal Protective Equipment:** Firefighters are now wearing new state-of-the-art lightweight protective clothing which can withstand temperatures reaching hundreds of degrees Centigrade. This again makes them safer and better equipped to deal with the challenges of modern day firefighting activities.
- **On-Call Firefighters:** The Service has invested considerable time and resources into increasing support to its on-call firefighters in order to assist them in providing flexible cover and ensuring maximum effectiveness. This investment has included the introduction of an electronic monitoring system to record availability of appliances and personnel across the Service. On-call firefighters are now able to manage their availability and work/life balance much more flexibly and easily through access by internet, mobile phone or station computer when compared with the previous paper based system. This was combined with a number of additional technical improvements designed to enhance the effectiveness and efficiency of the on-call system.

Organisational Development

- **Leaner Senior Structure:** On 1st January 2011, the number of Assistant Chief Fire Officers was reduced by one in order to move to a leaner senior structure. Each of the three remaining Directors has been requested to review all of their departments with a view to identifying efficiencies and realising savings wherever possible, some of which have already been actioned.
- **Environmental Protection Unit:** A replacement Environmental Protection Unit was delivered for operational use at Stourport.
- **Continuous Improvement in Service Delivery:** Operational staff were provided with enhanced operational intelligence on high risk premises; a Service-wide internal audit process was implemented to ensure compliance with relevant Health and Safety and training policies and instructions; and a programme of Service-wide District exercises reflecting premises which present unusually high risk to both occupants and firefighters was completed to ensure delivery of an effective, competent and safe level of intervention and response at incidents.

Finance and Resources

Smallest number of false alarms attended caused by automatic fire detection equipment in non-domestic properties over the past five years



- **Pebworth Fire Station:** The new fire station at Pebworth became fully operational on 11th March 2011. These premises remove the flooding problems suffered by the old location, provide training facilities and offer improved Health and Safety and Equality and Diversity arrangements.
- **Vehicle Fleet:** Our vehicle fleet was greatly enhanced with the replacement of six old fire appliances with up-to-date, high specification modern vehicles. These were stationed at Worcester, Tenbury Wells, Bromyard, Ross-on-Wye, Droitwich and Malvern.
- **Fire Station Improvement:** The Policy and Resources Committee approved indicative budget allocations to meet building needs that will enable the Service to proceed with land acquisition, building refurbishment or replacement for identified priority Fire Stations.
- **Hot Fire Training Facilities:** The Policy and Resources Committee has also authorised finance for the provision of four strategically placed hot fire training facilities across our two counties; two will be significant enhancements to our existing provisions at Kidderminster and Defford, the other two being strategically placed to serve North and South Herefordshire. This will be the first time that dedicated, specialist training facilities have been provided for the county of Herefordshire. These will not only provide all firefighters with state-of-the-art practical training facilities but their locations will also greatly reduce travelling times for on-call personnel.

(Hot fire training facilities provide a controlled and safe working environment in which to train operational crews in correct gas cooling and firefighting techniques. At these facilities, crews are exposed to realistic fire behaviour conditions that include real fire, hot gases and products of combustion).

Assurance of Service Delivery

Audit Commission Annual Audit Letter 2009/10

In their annual audit letter to the Fire and Rescue Authority the Audit Commission reported that the Authority continued to focus on delivering good value services in line with plans and priorities. The Authority reported its best ever annual performance in terms of the lowest total number of incidents together with delivering a number of five year performance records in key areas. It also reported a further reduction in 2009/10 in the number of accidental fire related deaths and non-fatal injuries in the home compared to the previous year.

Operational Assurance of the Management of Health and Safety

This internal audit was based around the national Health and Safety Executive Consolidated Report. Its objective was to ensure that we have processes in place to ensure our operational staff have proper and adequate training and systems in place to provide for their own and others' safety.

The final report contained 35 recommendations, the main ones covering breathing apparatus, training, risk information and operational command.

An action plan has been agreed with each recommendation being championed by a Principal Officer and this will be used to inform the future of operational assurance within H&WFRS.

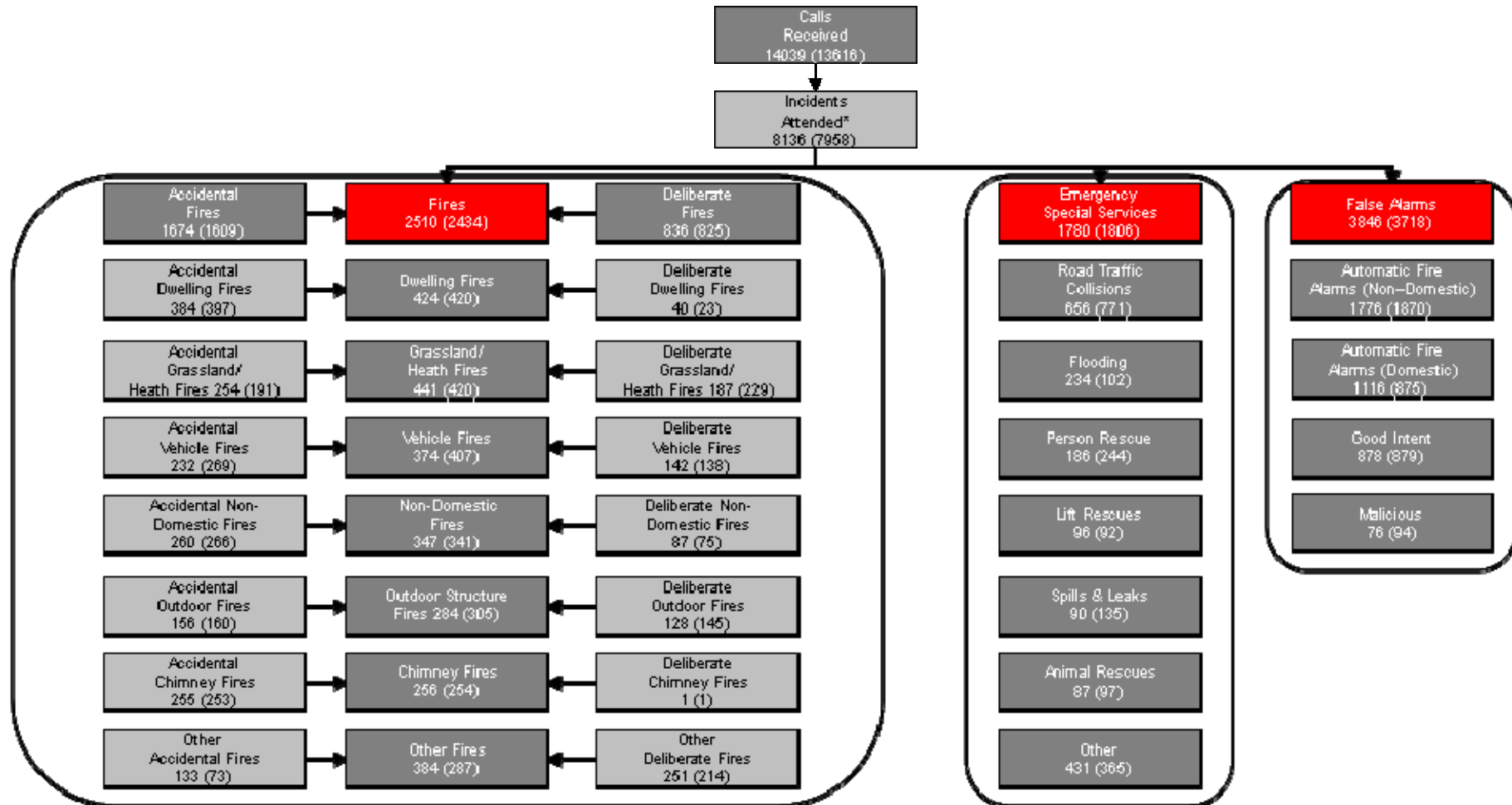
Quality Management System for the Provision of Training

The Training and Development Centre has again passed the British Standards Institute (BSI) ISO 9001:2008 inspection for the provision of training to both the Fire Service and commercial sectors. This demonstrates our ongoing commitment to continuous improvement.

2010-11 Performance

Summary of 2010-11 Incidents

The table below shows the breakdown of incidents attended by the Service last year with the 2009-10 equivalent figures shown in brackets.



(Person rescue includes evacuations, rescue from water, effecting entry/exit and other rescues)

(*Incidents attended within Hereford and Worcester only - the Service also attends incidents in other FRS areas)

Progress against Key Performance Indicators

The boxes below show how we performed against our key targets. Where they have been met they are coded green and where the target was missed, coded amber or red. The arrows show where performance is under or over target.

▲	Number of injuries from accidental dwelling fires/100,000 population 5.98 (44); over target of 3.7 (27); up by 63%	▼	Percentage of accidental fires in dwellings confined to the room of origin 91.58% (348/380); just under target of 92%; down by 0.42%
▼	Primary fires/10,000 population 16.15 (1188); under target of 16.68 (1227); down by 39 (-3%)	▼	Deliberate primary fires including vehicles/10,000 population 3.68 (271); under target of 3.95 (291); down by 20 (-7%)
▲	Accidental dwelling fires/10,000 dwellings 12.17 (384); just over target of 11.96 (377); up by 7 (+2%)	▼	Attendance Standards – Fires in Buildings – Percentage of 1 st Appliance in 10 minutes 70.29% (537/764); under target of 75%; down by 4.71%
▲	Number of Home Fire Safety Checks undertaken 3060; over target of 2700; up by 360 (+13%)	▼	Working days lost to all staff sickness absence per head 6.97 (3272/469); under target of 7.0 (3283/469); down by 11 (-0.3%)
▲	Percentage of fires attended where no smoke alarm fitted 27.83% (118/424); over target of 21.05%; up by 7%	▼	Number of Killed or Serious Injuries (KSIs) on our roads in Worcestershire 131; under target of 283; down by 152 (-54%)
▼	Malicious calls attended as a percentage of all malicious calls 37.44% (76/203); under target of 45%; down by 8%	▼	Number of Killed or Serious Injuries (KSIs) on our roads in Herefordshire 61; under target of 108; down by 47 (-44%)
▼	False alarms caused by automatic fire detection equipment/1000 non-domestic properties 69.81 (1776); under target of 72 (1832); down by 56 (-3%)	▼	Number of fires in non-domestic premises per 1000 non-domestic premises 7.74 (197); under target of 8.66 (220); down by 23 (-10%)

A primary fire is a fire involving a victim and/or a building or vehicle and/or a large incident involving five fire engines/appliances or more.

Service Priorities and Objectives 2011 – 12

Below are the Service objectives that have been set out for 2011-12. These are developed and owned by departmental managers with progress monitored through our IT based performance management system.

Community

- Reduce Risk in the Community:
 - by focusing our resources on the areas of greatest need
 - by working with the community to educate, encourage and enforce where necessary
- Deliver the risk based management action plan commitments:
 - conduct a review of the impact of the recent changes in Technical Fire Safety arrangements
 - review the allocation of our community safety resources to ensure the best fit of activities to risk
 - reduce our attendance at false alarms caused by automatic fire alarms
 - review our fire cover and response arrangements with a focus on:
 - the continued requirement for three pumping appliances at Hereford, Worcester and Redditch
 - the current crewing arrangements at Bromsgrove
 - the appropriate number of personnel on each watch at wholetime and day crewed stations
 - ensure our property strategy is fully aligned to our risk based management plan proposals
 - consider our current operational training strategy and provision to identify any potential for improvement in both effectiveness and efficiency
 - review our approach to environmental issues to reduce our energy usage and identify further opportunities for cost efficiency
- Strengthen our ability to deliver quality services through working with the community, our partners, staff and representatives
- Continue to support the national resilience agenda (providing capability against the largest risks such as terrorist attacks, biological/nuclear incidents and major disasters including flooding)

People

- Further improve workforce training and development
- Improve management and support to Retained Staff
- Maintain positive progress in Equality and Diversity
- Embed the organisational restructure

Organisational Development

- Provide assurance through audit and monitoring of operational safety and efficiency
- Enhance Organisational and Cultural Development
- Refocus our performance management structure and processes
- Improve our approach to sustainability and the environment

Finance and Resources

- Deliver our annual plan commitments within budget
- Improve our effectiveness to deliver increased value for money
- Deliver the 2011/12 Asset Management Plan priorities

Delivery of Services to the Community

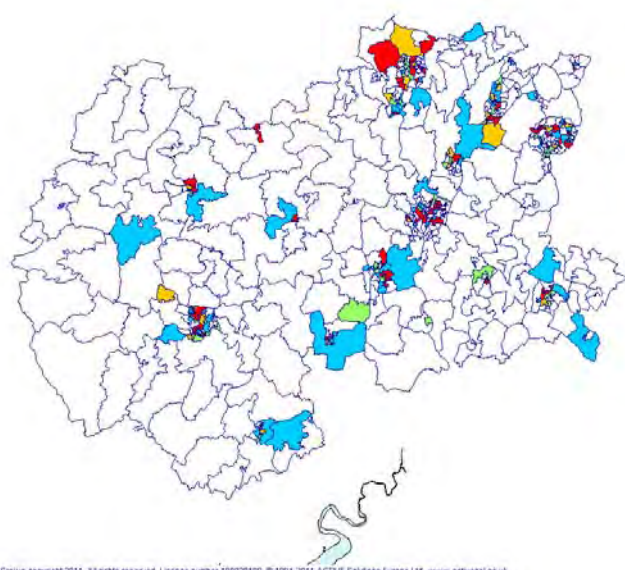
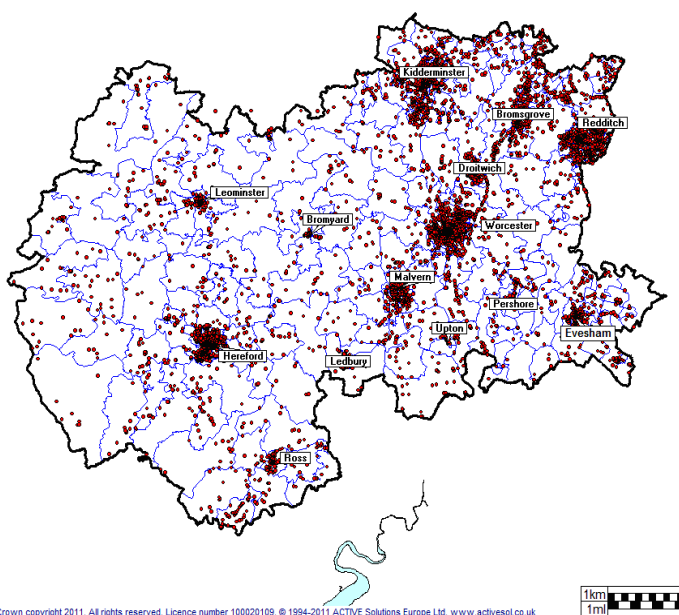
At the heart of our Fire Authority Plan is the risk based management planning process. This has had a fundamental impact on reducing risk within communities in Herefordshire and Worcestershire. We achieve this through delivering targeted community safety activities and regulatory enforcement in commercial premises, and by ensuring that our emergency interventions to a wide range of hazards, from fire and road accident to major floods, are safe and efficient. To achieve these objectives, it is critical that our staff remain highly trained and safe, and that our organisation is able to perform to the highest level.

Risk based management planning evaluates risk to our communities from fire, dangers on our roads and consequences of terrorism or natural disasters. It demands an assessment of the risks faced by a modern society that influence either directly or indirectly the activities of the Fire and Rescue Service. Each year we develop evidence and research based upon the latest incident data and demographic information across the two counties. This information gathering process informs our planning in support of the delivery of our community safety strategy and enables us to identify existing and potential risks as well as ensuring the Service conducts an evaluation of its current arrangements for managing and responding to these risks. Once a risk assessment has been made, the Service takes a broad view about how it uses its resources and its influence. It seeks to balance its range of prevention and protection approaches to manage risk, prevent incidents occurring and to mitigate damage by a flexible and more risk based deployment of resources.

Two primary areas of assessment include analysis of where incidents have historically occurred as well as prediction of where incidents are most likely to occur in the future.

The map of the two counties below demonstrates where **all** the incidents we attended during 2010-11 were actually located.

The areas coloured below contain households identified as most at risk of an **accidental dwelling fire** within the Service area by using calculations based upon fire incident and demographic data. They are counted within super output areas i.e. a geographical area containing a neighbourhood of around 1,500 people. This is why some areas below are large physically, because the houses are spread over a bigger geographical area than in, for example, a town or city.



Key	Range
	Very low risk areas
	Low risk areas
	Medium risk areas
	High risk areas
	Very high risk areas

District Management

H&WFRS covers an area of almost 1545 square miles (400,000 hectares) serving a population of some 742,800. Services are delivered through three local management Districts – West District, which covers Herefordshire, and North and South Districts, which cover Worcestershire. The three Districts contain 27 fire stations which are strategically located throughout the two counties. Of these fire stations:

- five are wholetime stations (crewed 24 hours a day) based in the cities of Hereford and Worcester and the towns of Kidderminster, Bromsgrove and Redditch
- three are day-crewed (crewed during the day and providing an on-call service at night), which are in Malvern, Droitwich and Evesham
- nineteen stations are served solely by on-call firefighters, with twelve of these located in Herefordshire, though all 27 stations have an on-call crew available at all times
- our urban search and rescue (USAR) team is co-located at Droitwich station

The following sections provide information about each of our three Districts, including the number of incidents attended. Specific objectives, performance indicators and targets are agreed each year as part of our performance management framework.

It should be noted that individual station grounds do not exactly match local council boundaries.

North Worcestershire (North District)

North District services the District Council areas of Wyre Forest, Bromsgrove and Redditch.

Wyre Forest lies to the northwest of Worcestershire with an area covering some 75 square miles (19,400 hectares) and a population of approaching 99,000 people comprising around 43,000 households. The area is primarily served by three of the Service's fire stations based at Kidderminster, Stourport on-Severn and Bewdley.

The area is a mix of urban and rural, with three main towns surrounded by villages set in open countryside. Kidderminster, famous for its woven carpets, is the main town and commercial centre of the district with a population of some 56,000 people. The Georgian market towns of Stourport, with a population of 20,000, and Bewdley, with some 11,000 residents, lie to the south and west of Kidderminster. The area has a high population of people aged over 65 years, and this is projected to continue to rise over the next 20 years or so. While the majority of the area is relatively prosperous, there are several pockets of deprivation.

The district of **Bromsgrove** is located to the north east of the Service's boundary. It covers an area of 84 square miles (21,700 hectares) and has a population of around 94,000 occupying some 38,700 households. The largest town in the area is Bromsgrove with a population of about 34,000, and there are a number of smaller towns including Hagley, Alvechurch, Hollywood and Wythall. Located on the edge of Birmingham, the population of the district has grown by some 10,000 since 1991, largely as a result of growth of the West Midlands conurbation. The M5 motorway runs north-south through the district, joined by the M42 running east-west. There are also a number of busy A-roads and smaller country lanes throughout the district.

Bromsgrove fire station ground covers most of the western half of the Bromsgrove district (some 46 square miles) with the eastern half falling within the station ground of Redditch fire station. The station ground borders the West Midlands Fire Service to the north.

Redditch district is situated to the north of Worcestershire covering an area just under 21 square miles (5,400 hectares) and has a population of approximately 79,000, occupying 34,000 households.

Redditch has its own fire station and its station ground borders the West Midlands Fire Service to the north and Warwickshire Fire and Rescue Service to the east.

In 2010-11, there were 2,990 incidents attended in North District, representing 37% of all incidents for the Service as a whole. The table below illustrates the breakdown of these incidents over the past two years:

Incident Category	Number of incidents April 2009 – March 2010	Number of incidents April 2010 – March 2011
Primary fires (fires involving properties, cars, casualties, rescues and/or fires attended by five or more fire engines/appliances)	464	452
Secondary and chimney fires (all other reported fires that do not fall into the categories for primary fires)	538	542
Road Traffic Collisions	267	222
Special Service calls (other help we give – not always emergencies)	326	412
False alarms caused by automatic fire alarms in domestic properties	569	578
False alarms caused by automatic fire alarms in non-domestic properties	509	426
False alarms not meant to waste time (good intent)	349	317
False alarms meant to waste time (malicious calls attended)	44	41
Total number of incidents	3066	2990

Mid and West Worcestershire (South District)

South District services the District Council areas of Worcester, Malvern Hills and Wychavon.

The cathedral city of **Worcester** is the county town of Worcestershire. It is the only city in the county with some 95,000 residents occupying around 41,000 households. Worcester Fire Station is located in the city centre, but the station ground covers a much larger area. The city occupies some 13 square miles (3,400 hectares), while the station ground covers 85 square miles (22,000 hectares). A total of 116,000 people are estimated to live in the station area.

Malvern Hills district has a population of approximately 75,000. This area is primarily served by three of the Service's stations: Malvern, Upton-upon-Severn and Tenbury Wells.

All three station areas are rural but include the larger town of Malvern with a population of around 34,000 and the smaller market towns of Upton-upon-Severn (approx. 2,700) and Tenbury Wells (approx. 4,000).

Wychavon district has a population of approximately 118,000. This area is primarily served by five of the Service's stations: Droitwich, Pershore, Evesham, Broadway and Pebworth.

All five station areas are mostly rural. Droitwich station covers a population of around 32,500, with some 24,000 people living in the town of Droitwich Spa. Evesham station covers a population of around 40,000, with about 23,000 living in the market town itself. Pershore station services a local population of approx. 7,100, Broadway station covers a local population of around 4,500, and Pebworth station area covers around 4,000 residents. The remaining population falls within the station grounds of other stations, mainly Worcester and Redditch

In 2010-11, there were 3,211 incidents attended in South District, representing 39% of all incidents for the Service as a whole. The table below illustrates the breakdown of these incidents over the past two years:

Incident Category	Number of incidents April 2009 – March 2010	Number of incidents April 2010 – March 2011
Primary fires (fires involving properties, cars, casualties, rescues and/or fires attended by five or more fire engines/appliances)	426	434
Secondary and chimney fires (all other reported fires that do not fall into the categories for primary fires)	385	449
Road Traffic Collisions	268	228
Special Service calls (other help we give – not always emergencies)	448	439
False alarms caused by automatic fire alarms in domestic properties	534	739
False alarms caused by automatic fire alarms in non-domestic properties	535	540
False alarms not meant to waste time (good intent)	356	362
False alarms meant to waste time (malicious calls attended)	33	20
Total number of incidents	2985	3211

Herefordshire (West District)

Herefordshire is one of the most rural and sparsely populated counties in England. With a population of some 182,400 people (80,400 households) living in a county area covering 842 square miles (218,000 hectares), it has the fourth lowest population density of all 150 top-tier local authorities in England. Just over a half of the population live in the combined total of the city of Hereford (55,800 people) and the five main market towns (a total of 39,000 people living in Bromyard, Kington, Ledbury, Leominster and Ross-on-Wye).

The remaining residents live in smaller settlements and villages scattered throughout the county. Herefordshire forms the West District of Hereford & Worcester Fire and Rescue Service. The county is served by 13 fire stations strategically located in Hereford City and the five market towns, with other stations forming a chain along the border with Shropshire and Wales, plus Fownhope station located between Hereford and Ross-on-Wye.

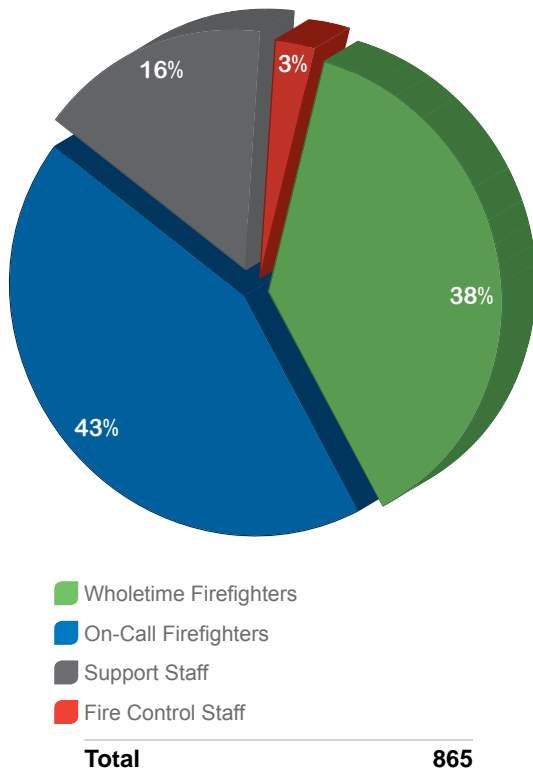
In 2010-11, there were 1,935 incidents attended in West District, representing 24% of all incidents for the Service as a whole. The table below illustrates the breakdown of these incidents over the past two years:

Incident Category	Number of incidents April 2009 – March 2010	Number of incidents April 2010 – March 2011
Primary fires (fires involving properties, cars, casualties, rescues and/or fires attended by five or more fire engines/appliances)	320	302
Secondary and chimney fires (all other reported fires that do not fall into the categories for primary fires)	301	331
Road Traffic Collisions	236	206
Special Service calls (other help we give – not always emergencies)	261	273
False alarms caused by automatic fire alarms in domestic properties	336	327
False alarms caused by automatic fire alarms in non-domestic properties	262	282
False alarms not meant to waste time (good intent)	174	199
False alarms meant to waste time (malicious calls attended)	17	15
Total number of incidents	1907	1935

This section shows what the Authority spends and breaks this down into the ongoing running costs and major capital investments

Summary of our workforce

(as at end of March 2011)



What the Service costs

	2011/12 Budget £m
Employees	23.3
Running costs	4.0
Fleet and equipment	1.6
Premises	1.6
Capital financing	2.4
Total	32.9

How the Service is paid for

Council tax	20.8
National non-domestic rates	8.0
Revenue support grant	2.5
Other income	1.6
Total	32.9

Cost of the Fire Service to the average household in Worcestershire and Herefordshire (band D council tax) £73.64

In common with other public services, the Fire Service is facing major cuts in funding over the next four years which will result in major changes in the way the service is provided. It is likely, therefore, that the cost of the Service will reduce significantly over this period.

Summary of our resources

(as at end of March 2011)

- 27 fire stations
- 43 front line fire engines
- 15 specialist appliances plus all terrain vehicles and boats
- Training Centre
- Fire Service Headquarters
- Mobilising Centre
- Urban Search and Rescue Centre

Capital investment

This table provides details of the Authority's estimated investment in major capital schemes such as major building works and purchase of fire appliances. Unlike revenue expenditure, which is mostly funded through grant, this is funded through borrowing with only a small proportion funded through central government grants.

	2011/12 £m
Vehicles and equipment	1.0
Premises	3.2
ICT systems	0.2
Total	4.4

Consultation

Hereford & Worcester Fire and Rescue Authority's risk based management plan for 2009/12 sets out a broad set of strategic objectives to realign its available resources to the areas of greatest risk within our community. The Service has considered these risks and identified initiatives to reduce risk and thereby improve community safety. As part of this process, we have taken the opportunity to listen to the views of our community with respect to annual action plans which set out each year's priorities as part of the medium term plan.

During the 12 weeks from 28th June to 20th September 2010, the Authority consulted a wide variety of individuals, groups and partnerships from across the two counties to get their views on the proposals outlined in the 2011/12 action plan.

This consultation was approved by the Authority and the proposals were distributed amongst stakeholders (statutory and voluntary sector agencies; community organisations; specialist agencies e.g. Fire Protection Association; multi-agency partnerships; etc.). In addition to this a range of focus groups and open day events were attended. Focus groups targeted staff groups and representative bodies and the annual action plan proposals were also hosted on the Service's website.

The consultation was also accessible through Worcestershire County Council's public access portal and a number of responses were received through that mechanism as well.

The individual responses received, coupled with the feedback from the focus groups and any detailed written responses were analysed and used to propose recommendations for formal adoption, reconsideration or inclusion in implementation plans as appropriate.

It is intended that the contents of this plan will assist the understanding of our staff who are key to its success as well as help to inform members of the public with an interest in their local services.

We would welcome any views that you may have.

13. Annual Report from the Standards Committee to the Fire and Rescue Authority

Purpose of report

1. To inform the Authority of the proceedings of the Standards Committee since the last AGM of the Authority.
-

Recommendations

The Standards Committee recommends:

- i. That the Authority adopts a voluntary Code of Conduct for Members when the current Standards regime expires;***
- ii. That the voluntary Code should mirror the current Code, save where amendments are required arising from the provisions of the Localism Act;***
- iii. That the Authority should have regard to the response of the constituent bodies when dealing with this matter;***
- iv. That Members should continue to receive appropriate training in standards and ethics; and***
- v. That the Authority notes the Committee's Annual Report to the Authority.***

Terms of Reference and Composition

2. The Standards Committee is concerned to ensure that Authority Members observe their Code of Conduct and the Committee is empowered to deal with any allegations that Members have breached the Code of Conduct.
3. The Committee is comprised of 5 independent Members and 2 Members appointed from the Authority. The current membership is as follows:
Mr Richard Gething (Chair),
Mr Colin Emeny, Dr Murray Mylechreest, Mr Robert Rogers, and Mr David Stevens all Independent Members; and
Cllrs John Goodwin and Gay Hopkins appointed by the Authority.

Standards Committee Proceedings since June 2010

4. The Committee is pleased to report to the Authority that no complaints have been made against any Member of the Authority, alleging breach of the Code of Conduct during the past 12 months.

5. The Committee met on 21 September 2010 and 17 March 2011. The main items addressed were:

The Future of the Local Government Standards Framework:

- i)* This included the Localism Bill proposals to abolish the Standards regime by April 2012 and to allow Authorities to make their own arrangements to govern propriety and behaviour.
- ii)* The Committee noted that the Bill proposed to make it a criminal offence to fail, without reasonable excuse, to comply with obligations imposed by regulations to register or declare personal interests or to take part in authority business when prevented from so doing by such regulations. The Bill also proposed that the Authority may voluntarily adopt a Code of Conduct for Members and that breaches of same could be dealt with by training and/or censure (while suspension from the Authority would no longer be an option, censure could include removal from a Committee).
- iii)* In view of these proposals the Committee resolved to recommend that the Authority should agree the actions proposed at i to iv above.
- iv)* The Committee noted that the Authority agreed on 16 February 2011 to extend the term of appointment of the Independent Members of the Standards Committee until 30 June 2012 or until the Standards Committee is disbanded, whichever is the sooner.

Consideration of the Authority’s Governance Review:

6. The Standards Committee welcomed the opportunity to consider the proposals for the review of the structure of the Authority’s Committees and their terms of reference and agreed to support same, as presented, and as agreed by the Authority on 28 September 2010.

Dispensations

7. All members of the Authority sought dispensations to allow them to be involved in the consideration of matters concerning the out-going Chief Fire Officer, the Authority and Worcestershire County Council and Herefordshire Council. At the September 2010 meeting the Committee granted the dispensations as sought and at the March 2011 meeting extended them until 31 March 2012 as the matter remained unresolved.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	N	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	Y	To comply with the statutory requirement to make an Annual Report; To safeguard the reputations of the Authority and its Members.

Additional Considerations

8. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	Y	Recommendation iv
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	Y	The whole report
Consultation with Representative Bodies	Y	Recommendation iii

Supporting Information

Background papers – Agenda and papers for Standards Committee Meetings held on 21 September 2010 and 17 March 2011.

Contact Officer

Anne Brown, Monitoring Officer and Clerk to the Authority
Telephone: 0845122454
E-mail: abrown@hwfire.org.uk

14. Report from the Policy and Resources Committee

Purpose of report

1. To inform the Authority of the proceedings of the Committee Meetings held on 24 March and 8 June 2011.
-

Recommendation

The Policy and Resources Committee recommends that the Authority note the proceedings of the Committee Meetings held on 24 March and 8 June 2011.

Committee Meeting 24 March 2011

2. The Committee noted **the third quarter performance analysis** against the Authority Plan 2010-2011.
3. The 'Total Place' initiative has been re-named **the Capital and Asset Pathfinder** (CAP). The Committee supported the collaboration with strategic partners with regard to building usage and sharing resources and ongoing work with the CAP Steering Group.
4. Following the demise of **the Regional Control project** the Local Authority Company established to operate the RCC for this region was being dissolved.
5. The Government published a consultation document: *'The future of Fire and Rescue Control Services in England'* on 13 January 2011, with consultation responses due by 8 April 2011. The CFO said that the consultation document asked Fire and Rescue Authorities to consider the range of issues emerging from the termination of the national project.
6. The CFO told the Committee that the Service had prepared a draft response which informed DCLG of HWFRA's collaboration with Shropshire and Wrekin's FRA and that there may be funding available for this work. The Committee welcomed the proposals to co-ordinate fire control services for the West Mercia region, which would mirror the region covered by West Mercia Police.
7. The Committee considered the **Community Right to Challenge** proposals set out in the Localism Bill which would allow voluntary and community groups, employees of relevant authorities and parish councils to challenge and deliver local public services on behalf of the authority that they feel could be better delivered by the community. Relevant authorities would have a duty to consider any such expressions of interest.
8. Although combined Fire and Rescue Authorities were not specifically included as 'relevant authorities' in the Bill, the provision stated that the Secretary of State may specify by regulation the inclusion of "such other person or body carrying on functions of a public nature."
9. Further to that provision, the Committee heard that the Government published a consultation document on 4 February 2011 to assist in developing the detail of how the regulations would apply. The consultation stated that the

Government was “minded to extend the Community Right to Challenge to make all Fire and Rescue Authorities relevant authorities in regulations, whilst excluding certain core services.”

10. The Service had drafted a consultation response recommending that front line delivery of core emergency services and associated services should be exempted and the Committee agreed to the proposed response to the consultation being submitted on its behalf.
11. The Committee approved **the Asset Management Strategy** including the indicative budget allocations for each of the capital building schemes, including five fire stations and four strategic training facilities.

Committee Meeting 8 June 2011

12. The Committee noted the Annual Performance analysis for 2011/12.
13. The Committee considered the Authority’s draft Annual Plan 2011/12, proposed amendments and recommended that the Authority approve the revised draft for publication (per item 12, FRA agenda 22 June 2011.)
14. The Committee noted the provisional financial results for 2010/11 and made recommendations to the Authority regarding revenue reserves and capital transfers (per item 11, FRA agenda 22 June 2011.)
15. The Committee noted that the contract for the new command and control room in HQ had been awarded and that the Service has sought funding from Government to progress collaborative arrangements with Shropshire Fire and Rescue to develop a shared resilient control room infrastructure.
16. The Committee approved the budget allocation for the capital building scheme to re-provide Malvern Fire Station.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	N	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	N	

Additional Considerations

17. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	N	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	N	
Consultation with Representative Bodies	N	

Background Papers

Agenda and Reports for the Meetings of the Policy and Resources Committee held on 24 March and 8 June 2011.

(The background papers can be viewed on the Service website: www.hwfire.org.uk).

Contact

Committee Services
01905 368367

15. Report from the Audit Committee

Purpose of report

1. To inform the Authority of the proceedings of the Audit Committee Meeting held on 21 April 2011.
-

Recommendation

The Audit Committee recommends that the Authority note the proceedings of the Committee Meeting held on 21 April 2011.

Business conducted at the Meeting

2. The main items for consideration at the meeting were presented by the Treasurer and included:

Internal Audit Update

3. The Treasurer provided an update on Internal Audit Activities since the Audit Committee meeting on 26 January 2011. He reported that work was progressing satisfactorily and that the 2010/11 programme would be completed in the near future.
4. The Committee noted that Worcestershire County Council was considering the future provision of this service to the Authority.

National Fraud Initiative

5. The Director of Finance informed Members of the results of the National Fraud Initiatives (NFI), the actions taken by Officers and subsequent outcomes.
6. The meeting heard that all of the data matches identified through the NFI had been investigated and no fraud was discovered.

The Accounts and Audit Regulations 2011

7. The Committee noted the revised deadlines and arrangements for the approval of the Annual Statement of Accounts introduced by these Regulations and agreed to change the date of the Committee meeting scheduled for 12 October to 28 September (after the Authority meeting on that day) in order to meet the requirement to approve the Annual Statement of Accounts by the new deadline of 30 September 2011.

Financial Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are financial issues that require consideration	N	

Legal Considerations

Consideration	Yes/No	Reference in Report i.e. paragraph no.
There are legal issues e.g. contractual and procurement, reputational issues that require consideration	N	

Additional Considerations

8. The table below sets out any additional issues arising from the proposals contained in this report and identifies the relevant paragraphs in the report where such issues are addressed.

Consideration	Yes/No	Reference in Report i.e. paragraph no.
Resources (e.g. Assets, ICT, Human Resources, Training & Development, Sustainability).	N	
Strategic Policy Links (e.g. IRMP, Authority Plan, Equality & Diversity, Partnerships, Environmental Impact).	N	
Risk Management / Health & Safety (e.g. risk management and control measures, risk register score).	N	
Consultation with Representative Bodies	N	

Supporting Information:

Background Papers: Agenda and Reports for the Audit Committee Meeting on 21 April 2011 (see www.hwfire.org.uk).

Contact Officer

Tony Wood, Treasurer
 Telephone: 0845 12 24454
 Email: twood@hwfire.org.uk

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

ACAS	Advisory Conciliation and Arbitration Service
ACFO	Assistant Chief Fire Officer
AFA	Automatic Fire Alarm
AFD	Automatic Fire Detection
ALP	Aerial Ladder Platform
AM	Area Manager
AMP	Asset Management Plan
ARCC	Aeronautical Rescue Co-ordination Centre
<hr/>	
BA	Breathing Apparatus
BACS	Bankers' Automated Clearance System
BCM	Business Continuity Management
BCP	Business Continuity Plan
BME	Black and Minority Ethnic
BVPI	Best Value Performance Indicator
BVPP	Best Value Performance Plan
<hr/>	
CAA	Combined Area Assessment
CAFS	Compressed Air Foam Systems
CARP	Combined Aerial Rescue Pump
CBRN	Chemical Biological Radiological Nuclear
CCA	Civil Contingencies Act
CDRP	Crime and Disorder Reduction Partnership
CERMIG	County Emergency Response to Major Incidents Group
CFA	Combined Fire Authority
CFO	Chief Fire Officer
CFOA	Chief Fire Officers Association
CFRMIS	Community Fire Risk Management System
CFS	Community Fire Safety
CIMAH	Control of Industrial Major Accident Hazards
CIPFA	The Chartered Institute of Public Finance and Accountancy
CLG	Department for Communities and Local Government
CM	Crew Manager
COSHH	Control of Substances Hazardous to Health
CPA	Comprehensive Performance Assessment
CPS	Chemical Protection Suits
CRE	Commission for Racial Equality
CRR	Community Risk Register
CS	Community Safety
CSR	Current Spending Review
CSU	Command Support Unit
<hr/>	
DC	District Commander
DCFO	Deputy Chief Fire Officer
DDA	Disability Discrimination Act
DIM	Detection, Identification and Monitoring
DOF	Director of Finance
DoH	Department of Health
DoT	Direction of Travel
DPA	Data Protection Act

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

EA	Environment Agency
EAS	Electronic Availability System
ECS	Enhanced Command Support
EIR	Environmental Information Regulations
EPU	Environmental Protection Unit
ESLG	Equality Standard for Local Government
<hr/>	
FBU	Fire Brigades Union
FDR	Fire Damage Report
FDS	Flexible Duty System
FireLink	The National Project for the introduction of a National Fire Service Radio System
FOIA	Freedom of Information Act
FRA	Fire and Rescue Authority
FRD	Fire Resilience Directorate
FRS	Fire and Rescue Service
FRSNCC	Fire and Rescue Service National Co-ordination Centre
FSC	Fire Service College
FSCA	Fire Service Consultation Association
FSEC	Fire Services Emergency Cover
FSNBF	Fire Service National Benevolent Fund
FSPA	Fire Service Procurement Association
<hr/>	
GM	Group Manager
<hr/>	
HAZMAT	Hazardous Materials
HERMIT	Herefordshire Emergency Response to Major Incidents Team
HFSC	Home Fire Safety Check
HMFSI	Her Majesty's Fire Service Inspectorate
HMI	Her Majesty's Inspector or Inspectorate
HPA	Health Protection Agency
HR	Human Resources
HRIS	Human Resources Information System
HSE	Health & Safety Executive
HWFRS	Hereford & Worcester Fire and Rescue Service
<hr/>	
ICP	Integrated Clothing Project
ICS	Incident Command System
ICT	Information and Communications Technology
IEG	Implementing Electronic Government
IIP	Investors in People
IOSH	Institute of Occupation Safety and Health
IPDR	Individual Performance and Development Review
IPDS	Integrated Personal Development System
IRMP	Integrated Risk Management Plan
IRS	Incident Recording System
IRU	Incident Response Unit
ISU	Incident Support Unit
<hr/>	
JERA	Joint Emergency Response Arrangements
JFS	Juvenile Fire-setters Scheme
<hr/>	
KPI	Key Performance Indicator
KLOE	Key Lines of Enquiry

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

LASER	Learning about Safety by Experiencing Risk
LEA	Local Education Authority
LFF	Leading Fire Fighter
LGA	Local Government Association
LGV	Light Goods Vehicle
LIBID	London Interbank Bid Rate
LPG	Liquid Petroleum Gas
LPSA	Local Public Service Agreement
LRF	Local Resilience Forum
LRI	Learning Resource International
LSGCM	Long Service and Good Conduct Medal
LSP	Local Strategic Partnership
LTCM	Long Term Capability Management
LTF	Local Training Facilities
MDT	Mobile Data Terminals
MIS	Management Information Systems
MISAR	Mercia Inshore Search and Rescue
MMFE	Management of Major Flood Emergencies
MoU	Memorandum of Understanding
MTFP	Medium Term Financial Plan
NCFSC	National Community Fire Safety Campaign
NEBOSH	National Examination Board in Occupational Safety and Health
NEET	Not in Education, Employment or Training
NFST	National Flood Support Team
NJC	National Joint Council for Local Authorities' Fire Brigades
NOS	National Occupational Standard
NVQ	National Vocational Qualification
OASD	Operational Assessment of Service Delivery
ODPM	Office of the Deputy Prime Minister
OJEU	Official Journal of the European Union
ORS	Opinion Research Services
PDR	Personal Development Review
PFI	Private Finance Initiative
PI	Performance Indicator
PMM	Principal Management Members
PMSO	Project Management Support Office
PO	Principal Officer
PPE	Personal Protective Equipment
PPP	Policy, Planning and Performance
PSA	Public Service Agreement
PSHE	Personal, Social, Health Education
PSRP	Public Services Radio Project
PWLB	Public Works Loans Board
QSA	Quality Systems Audit

Hereford & Worcester Fire and Rescue Authority

GLOSSARY OF TERMS

R2R	Rank to Role
RB	Representative Body
RBIP	Risk Based Inspection Programme
RCC	Regional Control Centre
RCCC	Regional Civil Contingencies Committee
RDS	Retained Duty System
RHSCG	Regional Health and Safety Collaboration Group
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation
RMB	Regional Management Board
RoSPA	Royal Society for the Prevention of Accidents
RPE	Respiratory Protective Equipment
RRF	Regional Resilience Forum
RRO	Regulatory Reform Order
RRT	Regional Resilience Team
RSIG	Road Safety Implementation Group
RTA	Road Traffic Accident
RTC	Road Traffic Collision
SAP	Systems Application and Products
SARA	Severn Area Rescue Association
SBE	Standards Board for England
SCC	Strategic Command Centre
SCE	Supported Capital Expenditure
SCG	Strategic Command Group
SDA	Service Delivery Agreement
SFSO	Senior Fire Safety Officer
SFU	Small Fires Unit
SHA	Strategic Holding Area
SHEBA	Safety in the Home and Electric Under Blanket Assessment
SLA	Service Level Agreement
SM	Station Manager
SOLACE	Society of Local Authority Chief Executives
SoRP	Statement of Recommended Practice
SPI	Service Policy Instruction
SRT	Swift Water Rescue Team
SSI	Special Service Incidents
T&DC	Training and Development Centre
UoR	Use of Resources
USAR	Urban Search and Rescue
UWFS	Unwanted Fire Signal
VMDS	Vehicle Mounted Data System
WAN	Wide Area Network
WM	Watch Manager
WMRMB	West Midlands Regional Management Board
YFA	Young Firefighters' Association